

ACADEMIC STAFF COMMITTEE
Meeting Minutes – 17 December 2008
CL 825

Members: Lisa DeLeeuw (Chairperson) Katrina Hrivnak
Brent Blahnik Dan McIver
Eric Craver Paul Pinkston

Guests: Bill Laatsch, Interim Provost
Cliff Abbott, SOFAS

1. CALL TO ORDER

- a. The meeting was called to order at 1:05 p.m.

2. CONSENT ITEMS

- a. The agenda was approved unanimously.
- b. The minutes from the 19 November, 2008, meeting were previously approved unanimously via e-mail.
 - i. Correction to 19 November minutes – Charges for individual committees are to be submitted by AS Committee Liaisons, not by the Committee Chairpersons.

3. DISCUSSION ITEMS

- a. Chancellor search:
 - i. Lisa DeLeeuw asked if everyone had completed chancellor interview feedback surveys on each candidate. These were located on the Chancellor Search website.
 - ii. Lisa will share the ASC's impressions of each candidate with the Chancellor Search Committee.
 - iii. The preferred candidate is slated to be announced on 23 December with an offer to be made soon thereafter.
- b. Policy issue from Member (Winter Storm Policy):
 - i. Concern was expressed by an Academic Staff member following an e-mail sent out by Provost Bill Laatsch explaining the Winter Storm Policy for faculty and staff that faculty do not have "vacations days," *per se*, and they are not required to account for days missed due to inclement weather while AS are required to declare vacation days.
 - ii. There is some question as to whether or not the policy cited in the Provost's e-mail was UW System policy or State policy.
 - iii. Lisa DeLeeuw indicated that she would put this issue to Provost Laatsch and to Secretary of the Faculty and Academic Staff, Cliff Abbott.
- c. Discussion on Faculty Committees (Cliff Abbott):
 - i. Concern has been expressed that not all faculty committees are valuable or needed. Are there examples of when it would be best to form a joint Faculty/AS Committee?
 - ii. This could be a good idea, but it would need to be reviewed committee by committee.
 - iii. Cliff Abbott will communicate back to the Faculty Senate that there is potential interest in pursuing this.

- d. Discipline of Faculty and Academic Staff Members (Cliff Abbott):
 - i. Dr. Abbott expressed concern that there is little consistency for informal discipline procedures. UW-Madison's Academic Staff Committee has specific policies in place that deal with this issue. Do we want to review their policy?
 - ii. Lisa DeLeeuw will invite Cliff Abbott and Sheryl Van Gruensven from Human Resources to our next meeting to discuss this.

4. ACTION ITEMS

- a. Emeritus Request:
 - i. An AS member has been nominated for Emeritus status and this nomination has been forwarded to the Chancellor. Dr. Ward wants to hear our opinion and whether or not the award should be made at commencement, just like Faculty Emeriti awarded.
 - ii. The ASC supports the awarding of Emeritus status to this AS member and supports the idea that both faculty and staff should receive this recognition at Convocation rather than at Commencement. However, if awarding of Faculty Emeritus status is to remain with Commencement, then the AS award should come at that time, as well.
 - iii. The final procedure should be codified in the Academic Staff Handbook just as it is for Faculty Emeriti.

5. INFORMATION ITEMS

- a. ACS Chair Update:
 - i. Smoking Policy: The SGA has asked for support from the ASC for a new smoking policy that they recently introduced. The Committee indicated that it agrees with the concept in principle, but expressed concern that it is unenforceable, as written.
 - ii. Cabinet Meeting: Discussion on how to reduce the cost to students of textbooks. The Cabinet will refer back to the campus textbook assessment completed two years ago.
 - iii. Plan 2008: Mike Stearney recently completed UW-Green Bay's final report on Plan 2008. The UW System successor to this program will be unveiled soon.
 - iv. Travel Form: A new "Permission to Travel" form is being developed by the University and will be made available along with policy revisions in the spring.
 - v. Pay Plan '09-'11: There will be no change in distribution guidelines from previous pay plans.
- b. Provost Update:
 - i. Textbooks: The cabinet is interested in developing ways to mitigate the cost of textbooks to students.
 - ii. Budget Repair Bill: The Budget Repair Bill probably won't happen until '09-'10.
 - iii. Chancellor Search: General discussion on the search process and timelines.
 - iv. Growth Agenda: This is still moving forward, but it remains unclear as to whether or not it will actually happen, given the current economic conditions.
 - v. Academic Plan and Enrollment Management: Still moving forward, but it will be picked up after the New Year.
- c. Committee Liaison Reports/ Faculty Senate Report:
 - i. All committees are meeting regularly.
 - ii. The Programming Committee Report was received.
 - iii. Personnel and Leadership and Involvement Committee charges were sent to Pat Przybelski in the SOFAS Office.
 - iv. The ASC will not be requiring mid-year reports from Academic Staff Committees, with the exception of the Allocations Committee.

- d. System Academic Staff Rep./Faculty Senate/U.C. Reports (Lisa DeLeeuw)
 - i. Discussed minutes of October 31, 2008, meeting of the UWS Council of Academic Staff Representatives, along with supplemental information on reducing credits to degree.
 - ii. Discussed report from the December 12, 2008, meeting that covered Collective Bargaining, Layoff Policies, and job security for Academic Staff.
 - iii. Minutes from the Faculty Senate and University Committee are available on the SOFAS website: <http://www.uwgb.edu/sofas/structures/governance/>.

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

Meeting adjourned at 2:35 p.m.

The next meeting is to be held on **Wednesday, 21 January 2009** at 1:00 p.m. in CL 825

All meetings are open unless otherwise stated.

Respectfully Submitted by Eric Craver, Recording Secretary