

**ACADEMIC STAFF COMMITTEE MINUTES**  
**Monday, February 19, 2007**  
**12:30 - 2:00 pm, CL 825**

Present: Sherri Arendt, Sue Bodilly, Dave Dettman, Paula Ganyard, Dan McIver, Paul Pinkston

Excused: Grant Winslow

**1. Call to Order** by chair at 12:30

**2. Approve minutes of February 5, 2007 meeting** → Approved as Amended

**3. New Business**

**A. Domestic Partner Benefits** → The committee discussed the new Domestic Partner Benefits item that is in the Governor's budget. The committee was presented with a few options: 1) send out an electronic ballot asking for the entire Academic Staff to vote on a resolution of support, 2) vote as a committee on a resolution, 3) ask for a vote at the spring Academic Staff Assembly, or 4) do nothing. The Committee decided that it wanted to send out an electronic ballot asking for the entire staff to vote on a resolution. Paula will write a resolution draft.

**B. Implementation Committee Nominations** → The Faculty Senate voted to move to the Syracuse model of class scheduling which means when the model is implemented (Fall 2007) our academic semesters will have 14 weeks of instruction instead of the current 15. The academic staff will have one representative on the committee. The Committee approved the two names sent forth by the Nominations Committee, Darrel Renier and Katrina Hrivnak . Paula will forward these names to the Provost for selection.

**C. ASC Committee term fix for 2008-2009** → Because the committee changed code to go to an ASC of 6 members serving three year terms we need to address an election complication to allow for electing two people each year. In order to allow for this Dan and Paul each agreed to serve one extra year. The Committee member term ending dates are now:

- June 2007: Sue Bodilly, Paula Ganyard, Grant Winslow
- June 2008: Sherri Arendt, David Dettman
- June 2009: Dan McIver, Paul Pinkston

Committee elections will now be two new members each year.

**4. Old Business**

**A. Layoff Brochure** → The layoff brochure sub-committee presented the new layoff brochure. The Committee approved the brochure. PDF's will be sent to Human Resources and the SOFAS.

**B. Administrator Evaluations** → No update since the meeting has been postponed for one week.

**C. Unclassified Position Description** → Paula has forwarded the groups suggestions to Sheryl in Human Resources. Paula asked for feedback concerning the idea of an option section on diversity into academic staff position descriptions to align with the campus diversity initiative. It was suggested by the Committee that instead of just one issue like diversity there should be an optional section on major university initiatives. Paula will forward the idea to Sheryl in HR.

**D. Continuing education funding** → Paula contacted Sheryl to let her know that the committee would like to be consulted when the current procedures for funding are reviewed. Sheryl is happy to work with the ASC on this, but at this time it is not on her priority list.

**E. ASC Goals 2007-2008** → The committee reviewed the goals it set at the start of the year.

- Layoff Brochure → completed
- Performance Evaluations → Paula will check with the SOFAS to determine how many academic staff members have not received an evaluation. She will also mention it again at a Cabinet meeting and ask that the leaders make sure that their areas are getting them done.
- Leadership → Assigned to programming committee. They arranged for the “How to Build a High Performance Work Team” presentation that was well attended.
- Academic Staff Hiring Process → Addressing the issue of recognizing prior years of service when employees move from one job to another within the system. In progress.
- Education on Academic Staff Governance → Orientation Committee was charged with responsibility of creating a timeline as to when the best time is to introduce governance. In progress.
- Academic Staff Retention → Addressed by the 10% recommendation memo to the Chancellor. The new Campus Community Building Council may also address this issue.
- Professional development → Allocations Committee is gathering data on conferences attended and funding amounts.
- Salaries → Addressed by the 10% recommendation memo the Chancellor. Paula will bring speak with the Provost about the catch-22 the budget process makes for the 10% recommendation.

## **5. Information Items**

**A. ASC Chair update** → The committee agreed that the Spring Assembly should take place at about the same time as last year near the end of April / early May. An exact date will be forthcoming. Committee certificates recognizing academic staff members who have served will again be distributed.

Sherri agreed to take minutes at the next meeting since Dave will be unable to attend.

**B. System Academic Staff Rep report** → Sherri alerted the committee to bill SB-452 which would set up separate bargaining units for faculty and academic staff on campuses where they vote to collectively bargain and would prohibit faculty and

academic staff from voting to join into a single unit for bargaining. Dave will ask the legislative committee to monitor this.

C. Academic staff committee updates

D. General

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

All meetings are open unless otherwise stated.

*Respectfully submitted by Dave Dettman*