

ACADEMIC STAFF COMMITTEE MEETING MINUTES

January 16, 2008

12:30 p.m., CL825

Present: Sherri Arendt; Lisa DeLeeuw; Paula Ganyard, Dan Mclver; Paul Pinkston

Excused: David Dettman, Eric Craver

1. Call to Order
2. Approve minutes from December 12, 2007 meeting → Approved.
3. New Business
 - a. Administrator Evaluation Committee: Dan Mclver received a memo from Chancellor Bruce Shepard that requested three Academic Staff members to serve on the committee. The implementation tool deadline is May, 25, 2008. The Academic Staff Committee decided that the Academic Staff Personnel committee chair and two additional members fill this role.
 - b. Personnel Policy concerns: (handout) Apparently there are campuses that are not following the Unclassified Personnel Guidelines, Chapter 36, when dealing with issues of job renewal and are not engaging in proper communications with academic staff. This does not seem to be an issue with the Human Resources department at UW-Green Bay.
4. Old Business
 - a. Leave Reporting: There was a general discussion with the issue of sick leave, personal holidays, and vacation being lumped together and labeled as "leave reporting." Some Academic Staff members have expressed concern over the new reporting method of vacation and personal holidays, as many people have been reporting them on an hourly basis. Dan Mclver will talk with Human Resources and draft a memo clarifying this issue to the committee for review before sending it out campus-wide.

- b. Shared governance principles and guidelines: This document refers to the communication process between UW System and academic staff and is currently not finalized, but has been sent out to the Academic Staff Committee for review. Dan McIver will draft a letter of endorsement that will be sent out to the academic staff on campus.

5. Information Items

- a. Chair update: Dan will meet with Melissa Jackson and Dan Spielman to see if a letter could be sent to the Governor on behalf of the Academic Staff Committee using campus resources. Also, there was a discussion concerning the need for more instructional academic staff to serve on various committees and governance processes.
- b. Provost update: Preliminary HLC report has been received and will be forwarded to the Academic Staff Committee. The report has high remarks for much of the campus and its governance procedures.

Instructional academic staff apparently are not being evaluated like other faculty. They also are not receiving a pay adjustment over the minimum, which means that the left-over allocation is going to the faculty.

Paula Ganyard is to redesign the home page, faculty/staff page, and some other top-level pages for the campus. This work is scheduled for this year.

UW-Green Bay was accepted to the Academy of Assessment for Student Learning. This is a four-year project that will verify how our campus mission is relating to various social aspects of student learning. There will be mentors from different institutions, along with a core team and a steering committee from UW-Green Bay.

The core team is scheduled to be assembled in late February.

- c. Systems Rep: Next meeting to be held via teleconference, January 17, with an update to follow.
- d. General (Information of interest to academic staff is posted on the SOFAS website: <http://www.uwgb.edu/sofas/>)

Respectfully Submitted by Paul Pinkston, in lieu of Dave Dettman's absence.