

ACADEMIC STAFF COMMITTEE MEETING MINUTES
Monday, January 22nd, 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 January 8, 2007 → Approved as amended.
3. New Business

A. Academic Staff Performance Evaluations → discussion with Sheryl VanGruensven

Discussion concerning performance evaluations and what we want them to accomplish, look like etc. The committee agreed that position descriptions need to be accurate for a meaningful evaluation to take place. They are supposed to be looked at each year and appropriate revisions made but for the most part this does not happen. The committee also made the following observations / comments:

- Time should be shortened between when an employee submits their required information and supervisors need to respond.
- The evaluation form itself might be revised to provide a bit more guidance for supervisors. Possibly a number of “talking points” to give supervisors a bit of direction.
- Feedback should of course be part of the evaluation process but should happen throughout the year.
- A 360 evaluation where employees get feedback from those they work closely and collaboratively with holds potential for more meaningful performance assessment.

B. Experts Lists Discussion → An Experts List would be able to be used not only for an external audience, but internal as well. Such a list will allow people to make connections on campus. Paula noted that the SOFAS has degree information for Academic Staff but not information concerning what discipline the degree was completed in. Collecting this information would be useful in the expert’s list compilation. Sue will contact Scott Hildebrand to see if this would be something appropriate for him to take the lead on. The committee agreed to create a list of the information we would like academic staff members to supply.

4. Old Business

A. Service Awards → Paula reported that she has communicated our comments concerning service awards to the chancellor. We agreed that they should not be discontinued.

B. Layoff Brochure → The layoff brochure sub committee will plan a meeting in the next couple of weeks in preparation for the February deadline of this project.

C. Administrators Evaluation → Nothing new to report.

D. Academic Staff Participation in Focus → Tim Sewall responded to the committee's request for an explanation on why staff are not, and can not be compensated for participation in FOCUS. This information will now be shared with Academic Staff as a whole.

5. Information Exchange with the Provost → Budget timeline: The Governor's budget should be finished by about the middle of February. The Strategic Budgeting Committee will meet very early in March. By about March 10th data will be shared with the larger campus community and an open forum will take place. Final recommendations will be made around April 7th and decisions made to the UW System by April 16th. The Provost stated that no academic staff layoffs or time reductions are being considered at this point. However, some vacant positions may go unfilled on both the academic staff and faculty side. If anyone has any money saving ideas please submit them using the online suggestions box on the Provost's website at <http://www.uwgb.edu/provost/>.

6. Information Items

A. ASC Chair update → Issues addressed above in agenda.

B. System Academic Staff Rep report → Sherri shared details concerning ASPRO, a non-profit, professional organization that represents the UW-System academic staff and their interests with the State Legislature, the Governor's office, the Board of Regents, and the general public. Some members of the ASC and other academic staff met with a representative last year. Sherri will see if there is interest in having a representative come again this year and will write an email to Academic Staff informing them of the option of joining ASPRO.

C. Academic Staff Committee updates → none

D. General

I. 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