

ACADEMIC STAFF COMMITTEE MEETING MINUTES

Wednesday July 18, 2007, 1:00 pm – 2:30 pm
CL825

Present: Sherri Arendt, Eric Craver, Lisa DeLeeuw, Dave Dettman, Paula Ganyard, Dan McIver, Paul Pinkston

1. **Call to Order** by Chair Dan McIver at 1:00 p.m.
2. **Approve minutes from May 14, 2006 meeting** → Approved
3. **New Business**
 - a. Elect:
 - i. **Vice-chair** → Lisa DeLeeuw was nominated Vice-chair.
 - ii. **Secretary** → Dave Dettman will continue as Secretary.
 - iii. **AS Rep to UW System** → Sherri will continue as the Academic Staff Representative to the UW System.
 - b. Assign liaisons to academic staff committees
 - **Sherri Arendt** → Legislative Committee
 - **Eric Craver** → Eric will be liaison to the committee that is formed by combining the Orientation Committee and the Nominating Committee. This is being done by recommendation of the chairs of the two committees primarily because Human Resources is now in charge of employee orientation. Paula and Eric will work with the two committees to form one committee, including developing a name for the new committee.
 - **Lisa DeLeeuw** → Academic Staff Personnel Committee
 - **Dave Dettman** → Professional Development Programming Committee
 - **Paul Pinkston** → Professional Development Allocation Committee
 - c. Discuss committee charges → Each liaison is responsible for sending the charge to the committee's convener. Along with this charge we should ask for their input concerning goals. Goals will be discussed and formalized for each committee at the next ASC meeting.

- d. Brainstorm on Strategic Goals for 2007-08 → Dan has sent an e-mail to all academic staff encouraging academic staff members to forward any ideas they have on what the Committee should focus on during the upcoming year. The following is a list of possible goals for 2007-2008.
- Continue monitoring position descriptions to make sure they are being kept up to date. We will also continue to push for performance evaluations for all academic staff.
 - Monitor the interests of the academic staff as it pertains to the Growth Agenda.
 - Continue to voice concerns alongside faculty regarding salaries and compensation.
 - Continue to educate academic staff concerning progressions and title changes. Paula volunteered to create a monthly bulletin designed to educating academic staff on these and other issues.
 - Generate greater awareness among academic staff concerning governance – what it is and how to get involved.
 - Others as suggested by Academic Staff in response to Dan's e-mail soliciting input.
- e. Discuss Article III, Item E, in Academic Staff Governance Bylaws → The committee discussed a change in the bylaws that would have the Vice-chair assume the role of Chair the following year. Dan will draft wording for the bylaws and will discuss with SOFAS Cliff Abbott the approval process for this change.
- f. Discuss Article III, Item G, in Academic Staff Governance Bylaws → The committee agreed to change the language concerning academic staff assembly's to read "a minimum of" one meeting of the full Academic Staff will be conducted each year. It is hoped that by possibly combining the AS forum and the AS assembly we may generate more interest.
- g. Discuss recommendations in the Allocations Committee Final Report → Tabled until next ASC meeting.

4. Old Business

- a. Administrator Evaluations → Grant Winslow and Sue Bodilly were the AS representatives on the administrator evaluation committee last year. Since they are no longer on the Academic Staff Committee, Dan will contact Melissa Jackson to determine if Grant and Sue will remain or if one or more members of the current AS committee should take their place.
- b. Update Bylaw 7 in AS Handbook → Dan will communicate with the SOFAS to get language in this bylaw changed. Currently Bylaw 7 deals with layoff procedures for academic staff with indefinite appointments. Currently this is not awarded at UW—Green Bay. However the committee would like the layoff process to apply to all academic staff. In order for this to happen Dan will have to work with the SOFAS to change the language. Once this is done the layoff brochure developed last year will be accurate and can be used if need be.

5. Information Items

- a. ASC Chair Update → No update
- b. Provost Update → The Provost indicated that as in past years there is no clear budget picture and probably won't be until fall. She discussed the possible dissolution of the Strategic Budget Committee. The duties of this group will be assigned to an expanded Academic Affairs Planning Committee, including a representative from the Academic Staff Committee. The Provost also requested the Academic Staff Committee to forward to her names of academic staff members to serve on the AAPC for the upcoming year. Names of possible candidates will be forwarded to the ASC by the nominating committee. We will then pass those names on to the Provost.
- c. Academic Staff committee updates, including System Academic Staff Reps report → No reports
- d. Report from committee members that attended the ASLC in Superior → Eric, Sherri, and Dave shared information about the Academic Staff Leadership Conference they attend at the end of June. Please contact any of them if you are interested in learning about session content.

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

All meetings are open unless otherwise stated.

Minutes Respectfully Submitted by Dave Dettman