

**ACADEMIC STAFF COMMITTEE MEETING MINUTES**  
**Tuesday, June 20, 2006, 11:30 a.m. – 12:30 p.m.**  
**CL 825**

Present: Lucy Arendt, Paula Ganyard, Samantha Surowiec, Grant Winslow

1. **Call to Order** by chair at 1:35pm -  
**Secretary Pro Temp:** Paula volunteered to take minutes
2. **Minutes of May 23, 2006 meeting** – approved with changes
3. **New Business**
  - A. **Year-End Wrap: Progress on Strategic Goals**
    - 1) Campus Climate - the ASC authorized the ad hoc Community Building Committee and received support from the other governance groups for a university-wide committee which is now in front of the Cabinet for its final approval.
    - 2) Budget – the ASC sent a memo to the Chancellor and Dean Rodeheaver on how the Academic Staff would like to see the Chancellor's 10% spent. This allowed for more title progressions to be awarded to individuals.
    - 3) Advocacy – the Legislative Committee established an off campus email and collected Academic Staff members' personal email addresses for a distribution list.
    - 4) Telecommuting – not addressed this year
    - 5) HR issues – Personnel committee continues to work on a process for informing academic staff members about their options in the event of a layoff.
    - 6) Professional development opportunities – Professional Development Programming Committee worked with other groups to put on an impressive number of professional development programs.
4. **Old Business**
  - A. **Report on performance evaluation policy recommendations**

Lucy reviewed what she brought to the Cabinet regarding this issue. Specifically, she expressed the ASC's concern that not all academic staff members were receiving an annual performance evaluation, as required. The Cabinet decided that individual academic staff members will be notified by the SOFAS that they need to initiate the performance evaluation process (rather than supervisors being notified), and completed evaluations will be turned in to the division heads. The division heads will be responsible for making sure that every academic staff evaluation is completed, and will be responsible for sending them to the SOFAS.
  - B. **Continue developing proposed administrator evaluation process**

Recommended that the ASC work with the University Committee to develop what the role of governance should be in regards to Administrator evaluations. Keeping in mind that it should be broader than just the Academic Affairs area, since there are Academic Staff that don't report into the Provost's area.
5. **Information Items**
  - A. **ASC Chair update**

- 1) Sending new bylaw changes to the Chancellor for approval.
- 2) Checking into whether or not having just the Chancellor's approval on the last round of changes is enough, since they seem to have stalled with UW System.
- 3) SOFAS search update – no decision has been made as of this meeting.

**B. Provost update** – the Provost was out of town and unable to attend.

**C. Academic staff committee updates, including System Academic Staff Reps report**

- 1) AS Rep reminded us that we have a meeting with ASPRO on June 28.

**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 Paula Ganyard, secretary pro tempore**