

ACADEMIC STAFF COMMITTEE MEETING MINUTES
Monday, May 14th, 2007
12:30 - 2:00 pm, CL 825

Present: Sue Bodilly, Paula Ganyard, Dave Dettman, Dan McIver, Paul Pinkston, Grant Winslow

1. Call to Order by Chair at 12:30

2. Approve minutes of April 30, 2007 meeting → Approved

3. New Business

A. Career Progression and Title Change Forms → Sheryl Van Gruensven, Director of Human Resources and Affirmative Action, joined us to discuss the process forms involved in the progression and title change process. The Committee agreed that the timeframe for the review process should be adjusted so that reviews are complete late May to early June and returned by August. Sheryl commented that Human Resources monitor academic staff to identify employees who should be promoted. The Committee agreed that there needs to be increased awareness among employees concerning the progression process and that mentoring can play a valuable role in educating new staff.

B. Academic Staff Emeritus Status → The Committee agreed that the description of the process for receiving emeritus/emeriti should be written in as simple language as possible and mirror the process description for faculty. Paula will consult with the SOFAS concerning this as it does require code change.

C. Draft of Code Change for Combining Orientation and Nominating Committee → The combined committee will consist of 4 members. The new committee is as of now unnamed.

4. Old Business

A. Administrator Evaluations → The Committee agreed to use the current draft as a foundation for a separate academic staff (separate from faculty) evaluation process.

B. Expertise Data Collection Project → Sue will coordinate this effort during the summer and will ask for feedback concerning what sort of data should be collected.

C. Layoff Brochure → The Committee learned that code 12.05 only applies to academic staff with indefinite status. As UW-Green Bay does not grant this status, the current layoff brochure will serve as foundation information (minus reference to 12.05) for the creation of an accurate brochure.

5. Information Items

A. Chair's Report – No Report

B. System Academic Staff Representative Report – No Report

C. 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.

Respectfully submitted by Dave Dettman