

ACADEMIC STAFF COMMITTEE MEETING MINUTES  
Wednesday, October 12, 2005, 12:30 p.m. - 1:45 p.m.  
Vista Conference Room, MAC Hall

Present: Lucy Arendt, Sue Bodilly, Dave Dettman, Paula Ganyard, Samantha Surowiec, Jane Swan, Grant Winslow

Guests: Provost Sue Hammersmith, Chris Sampson

1. Call to Order by chair at 12:33
2. Minutes of September 28, 2005, meeting -- Approved
3. New Business

A. Discuss allocation of web space for academic staff committees

This recently became an issue when committee member Paula Ganyard was contacted by the Professional Development Programming Committee requesting web space a website to promote their programs. The committee agreed that it would be best to provide a central gateway to committee sites through the Secretary of the Faculty and Academic Staff. Paula will discuss this issue further with the Secretary of the Faculty and Academic Staff.

B. Discuss revised format for LOG, and implications for campus climate

Chris Sampson, Director of Communication joined us at the request of the chancellor to discuss changes to the LOG and to the way in which campus information is distributed. The committee agreed that using the LOG as a centralizing mechanism for information distribution is desirable. Chris stated that an everyday “round up” might be a good way to summarize campus information. The committee agreed that it would be to everybody’s benefit if more people took a proactive approach to submitting items of interest, and it would be worthwhile to explore ways to increase submissions. The committee also agreed that having some sort of organizational structure (information categories) would help navigate the LOG, understanding that it is difficult to categorize many submitted items.

C. Discuss proposed updates to Academic Staff Handbook

Lucy informed the group that the Academic Staff Handbook currently on the web is not the most up-to-date version. There has been confusion concerning who should be responsible for keeping the most current version. It was agreed that SOFAS should be the official keeper.

One editorial change that needs to be made is changing the phrase “back up appointment” to “concurrent appointment.”

Dr. Ken Fleurant will be added as a recipient for approved meeting minutes. He will receive them, along with any attachments, as a PDF file that will be mounted on the SOFAS site. Instead

of receiving a word document(s) campus recipients of the approved minutes will get an email with a link to the PDF file.

D. Other

4. Old Business

A. Discuss community building as a strategic priority for 05-06

The committee agreed that professional development is a topic that is of value to many on this campus and one the committee will focus on. It was agreed that an important priority will be developing a mechanism to hook into the teaching and learning that is going on all around us. One suggestion is that we might bring this issue to Tim Sewall and the Human Resources work group he is leading. Lucy asked committee members to start thinking about specific tactics to accomplish this goal.

5. Information Items

A. ASC Chair update - Possible change in ASC meeting dates

Lucy surveyed the group to see if there is interest in inviting Debbie Furlong to a future meeting to discuss the results of two surveys administered last year. UWGB faculty and staff participated in these surveys designed to give us benchmark data about our colleagues' perceptions and experience of the UWGB campus community as a work environment. The committee was in agreement that inviting Debbie to discuss these results would be helpful.

The committee will be meeting on the 19<sup>th</sup> of October, and will not be meeting on the 26<sup>th</sup> of October. We will then return to the regular two week schedule beginning November 9<sup>th</sup>.

B. Provost update

The provost addressed the committee's concern of the wording of the Chancellor's Diversity Initiative. The group did not agree with the rationale for not including staff in this initiative, as described in the proposal's penultimate paragraph. The assertion that "there is simply no counterpart for, say, a search for a director of a given program ..." and so on suggests that (1) all faculty positions may be broadly defined - an arguable assertion, and (2) that no staff positions may be broadly defined - an equally arguable assertion. The Provost reported that 2 finalists for an Advising position in the American Intercultural Center, both minorities have been hired. One will start in November to fill the currently vacant role and another will fill a soon to be vacant position.

The Liberal Arts and Sciences Dean Search and Screen Committee has been finalized. The two academic staff members are Brent Blahnik and Sheila Carter. The goal is to have interviews completed before Christmas break, but the process may very well go into January.

Sheryl Van Gruensven has been named Acting Director of Human Resources and Affirmative Action, replacing Mary Fisher. Mary will now devote her attention to drafting a professional development plan for faculty and staff.

The Provost commented on the practice of back up appointments and stressed that state law, not UW policy mandates that a person working for the state in a non-administrative position who is promoted to an administrative position does not lose the rights given them from their original position if they are relieved of their administrative duties. The more appropriate terminology for this practice is concurrent appointment.

At the last Board of Regent's meeting the board agreed that if an employee is out for 5 consecutive days due to illness they do not need a medical statement. If they are out a sixth consecutive day they will need a medical statement.

Work groups will be formed to discuss changes in human resources procedures and practices. The committee expressed an interest in being part of this conversation since knowing who deals with what and where to go for specific information needs has a positive impact on campus climate.

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

Jane Swan, liaison to the Academic Staff Professional Development Programming Committee gave information on upcoming events:

- Conversational Spanish – see <http://www.uwgb.edu/outreach/events/spanish/> for details.
- Dr. Christopher Kilmartin will speak on gender issues - Tuesday, November 8 from 3:00-4:30pm in the 1965 Room. RSVP at x2152 or [stdean2@uwgb.edu](mailto:stdean2@uwgb.edu).

#### D. General

1. Information of interest to academic staff is posted on the SOFAS website:  
<http://www.uwgb.edu/sofas/> <<http://www.uwgb.edu/sofas/>>

2. Fall semester ASC meetings are scheduled for every other week, beginning Wednesday, September 14, from 12:30-1:45 p.m. in the Vista Conference Room. The committee will be meeting on the 19<sup>th</sup> of October, and will not be meeting on the 26<sup>th</sup> of October. We will then return to the regular two week schedule beginning November 9<sup>th</sup>.

All meetings are open unless otherwise stated.

*Respectfully Submitted by Dave Dettman*