

ACADEMIC STAFF COMMITTEE MEETING MINUTES
September 19, 2007
12:30 p.m., CL 825

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

1. Call to Order
2. Approve minutes from August 22, 2007, meeting → Approved as amended
3. New Business
 - a. Committee goals for 2007-08 → The following goals and areas for continued efforts were discussed:

Professional Development Programming Committee:

- Use results of last spring's survey on staff interests to guide programming decisions.
- Contact Human Resources and request that they do a session that addresses the process involved in title changes and career progressions.

Legislative Committee:

- Keep academic staff aware of any progress/happenings with regard to the Governor's Budget and Legislative action which will affect the Growth Agenda.
- Update private e-mail list.
- Invite UW Green Bay "Regent Buddies" to campus to meet with Academic Staff to promote AS issues and to create good will.
- Coordinate, market, and encourage campus community attendance at candidate forums with regard to upcoming election year primaries.

Professional Development Allocations Committee:

- Continue to investigate alternative sources of funding for professional development activities and find effective ways to promote funding to Academic Staff.

Personnel Committee:

- 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.

- Continue to educate academic staff concerning progressions and title changes and generate greater awareness among academic staff concerning governance – what it is and how to get involved.

Nomination and Orientation Committees (will merge to form one committee) → Name (Leadership and Involvement Committee) and charge have been approved by the ASC. Approval still needs to be granted by the full academic staff. At this time joint meetings can occur, but both groups need to make quorum.

We will seek this approval when the request for bylaw change approval is sent.

- Focus on staff mentoring

b. Career Progression requests → A concern was brought forward by an academic staff member that the revised career progression documentation is unnecessarily long and may be at odds with Academic Staff Handbook documentation. After careful consideration the committee decided that the required documentation listed on the Career Progression/Title Change Request Form does not conflict with what is listed in the Academic Staff Handbook. The descriptions of a number of items are different between the two documents, but the essential requirements are the same.

c. Administrator evaluation document → The committee agreed by a vote of 4 in favor and 3 opposed to approve the document with the condition that no significant changes will be made to this draft. If significant changes are made, the Academic Staff Committee will review and conduct a new vote on whether to approve those changes.

d. Leave reports & Update on Sick Leave reporting → It is now official practice that supervisors must sign leave report statement.

4. Old Business

- a. The Committee approved a motion to accept the charge and new committee name – Leadership and Involvement Committee. The charge for the new committee was created by merging the Nominating and Orientation Committees → See 3a. Nomination and Orientation Committees

5. Information Items

a. ASC Chair Update → Dan reported that Chancellor Shepard gave an update on the budget, but essentially nothing is settled yet. A new policy concerning tuition reimbursement will be sent to governance groups for review. Contract letters will now be delivered only in an electronic format.

b. Provost Update → The Provost solicited agenda item ideas from the committee for the upcoming Academic Staff Forum on November 1 from 3-4:30 in the 1965 Room. The committee suggested the Provost address the possible changes that could be implemented concerning sick leave reporting. The committee expressed a concern that current supervisor approaches to implementing how sick leave is reported by those they supervise is uneven and varies greatly across campus. The Provost will also give an update on the budget situation and the budget planning process.

c. Academic Staff committee updates, including System Academic Staff Reps report → Sherri reported that the system representatives will have their first face to face meeting on Thursday, September 20. She reported on a diversity grant worth 5,000 dollars. This grant will be awarded to one campus department at a UW system school. Contact Sherri for additional details.

d. 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