

ACADEMIC STAFF COMMITTEE MEETING MINUTES

Monday, December 19, 2005, 2:00 p.m. - 3:30 p.m.

Advancement Conference Room, CL 828

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

1. Call to Order by Chair at 2:00

2. Minutes of December 7, 2005 meeting → Approved

3. Agenda – Under new business Paula requested that we add Academic Staff Regents Award for Excellence and Institutional Self-Study Working Groups. Jane requested that we add the Academic Staff Governance Anniversary.

4. New Business

A. Consider Nominating Committee recommendation

Karla Miller will join the Orientation Committee

B. Academic Staff Regents Award for Excellence

An email will be sent encouraging nominations of non-instructional academic staff members for the Academic Staff Regents Award for Excellence. The materials submission deadline is March 1st.

C. Institutional Self-Study Working Groups

The University is conducting an Institutional Self-Study as part of the reaccreditation process. The Self-Study will be coordinated by a Steering Committee and carried out by seven working groups organized according to the major functional areas of the University. The working groups will be comprised of members from administration, faculty, academic staff, classified staff, and students. The following is a list of academic staff members that will be included in the Self-Study Working Groups:

- Assessment → Andy Speth (IS representative) and Lisa Tetzloff (Student Affairs representative)
- Personnel/Professional Development → Jane Swan
- External Constituencies → Grant Winslow
- Organization and Governance → Chair of the ASC and an academic staff member at-large are needed. Lucy Arendt will serve on the working group as the ASC chair. Paula Ganyard will be the member at-large. July 1, Lucy will then step off the working group and Paula will continue to serve on the working group as the ASC chair and another ASC member will be identified to serve as the member at-large.

D. Academic Staff Governance Anniversary

Jane Swan asked committee members to think about ways to celebrate the upcoming 20th anniversary of Academic Staff Governance coming up in April.

E. Consider Personnel Committee work on layoff communication

Samantha will contact the Personnel Committee to find out their progress on an informational brochure for Academic Staff members that have been laid off.

Lucy will meet with the heads of various departments to discuss lay off procedures.

F. Review Academic Staff Assembly meeting; identify next steps

Over 50 people attended the recent Academic Staff Assembly meeting. The Committee will consider two meetings next year. One will be informational (similar to the recent meeting) while the other will allow for discussion.

Questions to consider concerning the pay plan will be emailed to Academic Staff with an invitation to attend a brown bag discussion in January.

An ad hoc committee will be created to address community building issues. The nominating committee will generate a list of interested staff members. The committee will be “evolving” in that anybody who is interested may take part in the discussions. Lucy will devise a charge for the committee.

G. Set spring semester ASC meetings

During the spring semester (starting on January 3rd) the Committee will meet every other Tuesday from 12:30-2:00 in the SOFAS conference room.

5. Old Business

- A. Continue discussing community building as a strategic priority for 05-06 → See F. above
- B. Discuss budget and personnel issues → See E. above

6. Information Items

- A. ASC Chair update → No update
- B. Provost update → No Updated
- C. Academic staff committee updates, including System Academic Staff Reps report → No updates
- D. General → Information of interest to academic staff is posted on the SOFAS website: <http://www.uwgb.edu/sofas/> <<http://www.uwgb.edu/sofas/>>

All meetings are open unless otherwise stated.

Respectfully Submitted by Dave Dettman