

ACADEMIC STAFF COMMITTEE MEETING MINUTES
Monday, February 5th, 2007
12:30 - 2:00 pm, CL 825

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

1. Call to Order by Chair at 12:30

2. Approve minutes of January 8, 2007 meeting → Approved as amended

3. New Business

A. Academic Staff Records Storage and Management - guest Tim Sewall → Tim informed the committee that while the employee legal and personnel files will continue to reside with the SOFAS, supporting documentation is now the responsibility of the department in which the employee works. With the inevitable migration to electronic files it is desirable to clarify exactly what goes where.

B. Unclassified Position Description - review draft → Sheryl Van Gruensven forwarded a draft of the Unclassified Position Description Template. The committee has been engaged in a discussion concerning the importance of keeping position descriptions up to date and accurate. The group had had a few small suggestions for change that Paula will forward to Sheryl.

C. Continuing education funding → Grant shared with the group information concerning the current state of continuing education funding. Grant stressed that the policy is restrictive in terms of how many classes can be pursued and inflexible in regards to taking classes at institutions that follow a different academic calendar than the traditional two semesters. Paula will contact Sheryl to see if there are plans to revise the policy. If not we would like to see them address this issue.

D. Food Policy – review → The committee had no objections to the proposed Food Expense Approval Form and Policy for “Non-Students” and Student Activities.

E. Student Acceptable Use policy – review → The committee had no objections to the proposed changes.

4. Old Business

A. Academic Staff Participation in FOCUS memo – review → Paula is in the process of drafting the memo. She will forward it for review to the committee upon completion.

B. Layoff Brochure → Dan agreed to implement the layoff brochure sub-committee suggestions for revision. He will forward a draft to the group for comment at the next meeting.

C. Administrator Evaluations → Grant and Sue had nothing to report concerning the status of the Administrator Evaluation tool.

5. Information Items

A. ASC Chair update → Paula reported that there maybe changes to colleague coverage for faculty as a result of the recent LAB report concerning sick leave, however, there is currently no talks about changing sick leave for Academic Staff.

B. System Academic Staff Rep report → Sherri will meet with other reps next week.

C. Academic staff committee updates → Sue commented that Scott Hildebrand is receptive to the idea of an experts list for academic staff.

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 Dave Dettman