

ACADEMIC STAFF COMMITTEE
Meeting Minutes – 16 July 2009
CL 825

Members:	Katrina Hrivnak (Chairperson) Brent Blahnik Eric Craver	Linda Parins Dave Kieper Lisa DeLeeuw
Guests:	Chancellor Tom Harden	Interim Provost Bill Laatsch

1.) CALL TO ORDER

- a. The meeting was called to order at 1:35 p.m. by Katrina Hrivnak, ASC Chairperson.

2.) CONSENT ITEMS

- a. The agenda was approved unanimously.
- b. The minutes from the 30 June 2009 meeting will be approved via e-mail.

3.) DISCUSSION ITEMS

- a. *Committee Charges:* The Personnel Committee wants to have these charges reviewed and, in some cases, updated.
- b. *UW Academic Staff Leadership Conference:* Three Academic Staff members are scheduled to attend this event: Sherri Arendt, Linda Parins, and Jennifer Schwann.
 - i. One slot is still open. Katrina Hrivnak will ask Leadership and Involvement Committee Chairperson, Mark Olkowski, to send out one more e-mail, inviting someone to take that slot.
- c. *UW-Green Bay Leadership Certificate Program:* New program recently initiated by the University.
 - i. Katrina Hrivnak has been asked if the Professional Development Allocation Committee will prioritize funding for this program.
 - ii. How many spots in the program would the Committee fund? Or would we only provide matching funds?
 - iii. It was asked if the Programming Committee could also contribute funding.
 - iv. It was decided that an e-mail would be sent out to Academic Staff inviting and encouraging participation in the Leadership Development Certificate Program and that the Professional Development/Allocations and Programming Committees would provide funding at a level to be determined on a case-by-case basis.

4.) ACTION ITEMS

- a. *Election of 2009-10 ASC Chair Elect:* Brent Blahnik was nominated and elected unanimously as Chair Elect.
- b. *Appointment of ASC Committee Liaisons:* The following ACS members were appointed as Liaisons to the Academic Staff Committees for the 2009-10 academic year:
 - i. Leadership and Involvement: Katrina Hrivnak
 - ii. Programming: Brent Blahnik
 - iii. Personnel: Dave Kieper
 - iv. Allocations: Linda Parins
 - v. Legislative: Eric Craver

5.) INFORMATION ITEMS

- a. *ASC Chair Report (including Cabinet, UC, Faculty Senate Reports):*
 - i. *Cabinet Meetings:* Information from 7/14 meeting:
 1. A “Quick Wins” list was discussed. Questions discussed for how the Academic Staff Committee can:
 - a. Improve faculty/staff morale in significant ways that involve low expenditure of resources.
 - b. Improve communication across campus.
 - c. Serve as the “ear on the street” for campus concerns to funnel information up to the Provost and Cabinet.
 - d. Issues/options are on the table right now include, but are not limited to:
 - i. Use of electronic signatures
 - ii. Electronic workflow/paperless issues
 - iii. Streamlining of campus forms
 - iv. Free access to sporting and other campus events for faculty and staff
 - v. Development of a formal campus position on internal promotions
 - vi. Make improvements to the Title Change and Career Progression processes
 - vii. Salary equity
 - viii. Rental and usage of the Weidner Center for campus groups
 - ix. Need for more handicapped parking
 - x. Flex time/alternative schedule of work
 - xi. Telecommuting
 - xii. Free or discounted parking for university employees
 - xiii. Relaxing of policies surrounding the use of campus-owned cell phones/PDA devices

- b. *Chancellor/Provost Information Exchange:*
 - i. Discussion on the “open forum” for employees with questions and concerns regarding the furloughs. It was noted that supervisors should try to document anything in their respective areas that is not being done as a direct result of the required furlough policy.
 - ii. On weeks where AS members are taking a furlough day, they are essentially viewed as a classified staff during that period, meaning that they can work no more than 32 hours in that week (a “week” being defined as Sunday – Saturday).
 - iii. Lisa DeLeeuw asked if latitude will be afforded to AS taking furlough days to have their workloads reduced during furlough weeks.
 - iv. The Chancellor has been out meeting people and visiting various departments on campus.
 - v. Noted that the University’s decision to keep admissions open for persons residing in local counties has been well-received by the public and the media.
 - vi. Questions/Comments for the Chancellor and the Interim Provost:
 - 1. Q: Will any changes be made to the University Committee structure? A: Not at this time. Any changes made will be left to the new Provost.
 - 2. The ASC adds its support to suggestions that the Chancellor review the University’s Committee structure.
- c. *Faculty Senate Report:*
 - i. Meeting minutes are available online on the SOFAS website.
- d. *Committee Liaison Report:*
 - i. No Report.
- e. *UWS ASC Rep Report:*
 - i. No Report.

Meeting adjourned at 2:55 p.m.

Next meeting date: Meetings will take place every two weeks in CL825. Next meeting date TBA.

All meetings are open unless otherwise stated.

Respectfully Submitted by Eric Craver, Recording Secretary