

**MINUTES**  
**ACADEMIC STAFF COMMITTEE**  
**October 1, 2008**  
**1:00 p.m., CL 825**

**Members:** Lisa DeLeeuw (Chairperson) Katrina Hrivnak (Absent)  
Brent Blahnik Dan McIver  
Eric Craver Paul Pinkston

**Guests:** Interim Provost Bill Laatsch

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**1. CALL TO ORDER**

- a. The meeting was called to order at 1:05 p.m.

**2. CONSENT ITEMS**

- a. The agenda was approved unanimously.
- b. The minutes from the September 17, 2008, meeting were approved unanimously, as amended.

**3. DISCUSSION ITEMS**

- a. Action Plan for 2008-09:
- i. Identification and discussion of primary strategic goals for ASC:
    1. Continue to keep the issues of salary equity and keeping AS employees above salary minimums before the Chancellor's Cabinet.
    2. Encourage AS employees to participate in the Chancellor's Search process and help with the transition of the new Chancellor.
    3. Continue to monitor the Growth Agenda and ensure that AS issues are not overlooked.
    4. Increase communication among AS employees, AS Committees, and the ASC through better use of the AS Blog, etc.
  - b. Resignation from the Legislative Committee:
    1. Zach Voelz has resigned from the AS Legislative Committee. The Leadership and Involvement Committee needs to identify the next highest vote-getter from last year's elections to fill the spot. Lisa will contact last year's Nominations Committee Chair, Jen Pfundtner, to find out who that person is.
  - c. Candidate Forum:
    1. If possible, all AS should try to attend the Candidate Forum taking place on Monday, October 6, at 12:00 noon in Phoenix Room A, sponsored by the SGA Governance Committee.

**4. INFORMATION ITEMS**

- a. Provost Update:
- i. **Sexual Harassment** – The Provost distributed copies of the campus policy and asked that the ASC release a statement of support to AS for the upcoming mandatory training, to which the Committee agreed.
  - ii. **Concern Expressed by UWM** – Concern has been expressed by the UW-Milwaukee administration over other UWS campuses offering classes in the greater Milwaukee area. It seems that collaborative programs are not at issue and it is unclear how or if online and other methods of distance education are being viewed in the same light.

- iii. **Growth Agenda** – The Provost is concerned that the Cabinet is not doing enough to get the word out to campus constituents regarding the Growth Agenda and he will be working with the Cabinet to increase the amount of communication with campus employees.
  - iv. **Visit with CMN** – The Provost was part of a team that met with administrators from The College of Menominee Nation on September 29 to discuss ways for the two institutions to better collaborate.
  - v. **Three Goals from the Previous Chancellor** – These goals were discussed as having originated under the leadership of Bruce Shepard and that will continue during Interim Chancellor Ward’s tenure. Those goals are:
    - 1. Establishment of a Business Management Institute
    - 2. Increased emphasis on International Education
    - 3. Increased focus on Entrepreneurship
  - vi. **Retiree Dinner** – The Provost attended the Retiree Dinner on September 30 and was present for the launching of the new “Retirees’ Association.”
- b. ASC Chair Update:
- i. Lisa distributed “Focus” press release on state tax support. Lisa will check with Melissa Jackson to see if this information can be posted to the AS Blog. The question was asked as to which committee is responsible for maintaining the AS Blog. Lisa will ask Paula Ganyard.
  - ii. Attended Cabinet Meeting on September 23:
    - 1. Tom Maki reported on UWGB membership on the committee looking into operational efficiency, “Lean Manufacturing Principles: Travel Expense Report Processing.” This is a UWS initiative that includes two other groups, one looking at procurement card process, and the other at non-payroll payments to individuals for services.
    - 2. Policy to formalize current practice as it pertains to welcoming international visitors was reviewed by Tim Sewall. Related discussion on housing accommodations for such visitors was briefly discussed and will be a future agenda item.
    - 3. Information on transfer students was presented, analyzing both sending and receiving institution numbers for 2006-07. Information was reviewed in a recent meeting with reps from UW-Fox Valley. Some interesting stats: UW-Manitowoc is the largest source of transfer students for UWGB; our total from UWFV is 35 vs. 170 for UW-Oshkosh. Additional analysis of the data in this report will be done and factored into enrollment plans.
    - 4. Scholarship Dinner debriefing included a note to consider sending hard copy invitations to employees in the future.
    - 5. October 7 is Higher Education Day, a Wisconsin initiative in its third year.
    - 6. A series of billboards promoting bachelor degrees for working adults will be circulating throughout the Appleton market over the next 11 months. More information to be shared at future Cabinet meetings.
  - iii. Attended Cabinet Meeting on September 30:
    - 1. Admissions presentation was made to allow cabinet members to experience info shared with prospective parents and students.

2. Based on an endorsement by the Cabinet, the mid-year convocation and luncheon will be held again. The event will include presentation of “years of service” awards.
  3. Tim Sewall is handling the Board of Regents 2009 Diversity Awards Nomination process for UWGB. Nominations will be sought from a variety of sources, including Chancellor’s Diversity Council.
  4. An initial visit of UW-Green Bay’s contingent to College of Menominee Nation on September. 29 was positive and is hoped to lead to forging additional cooperative relationships.
  5. Options for short- and long-term solutions for RCMS were discussed and will continue as an officer agenda item.
  6. Wisconsin Taxpayers Alliance Newsletter was distributed by Chancellor.
  7. NEW ERA meeting on December 12 may be hosted by UWGB as an opportunity to further solidify relationships with schools.
  8. 6 of 8 invited Deans of UW Colleges campuses will visit UWGB on November 4 as an opportunity to build and reinforce relationships.
  9. A new “Retiree Association” will be announced at the annual dinner on September 30.
- iv. The Academic Staff Committee reaffirms its support of the new UWGB Sexual Harassment training as a positive effort to increase awareness and decrease incidents as they pertain to this important issue.
- c. Faculty Senate Report
- i. No report. Minutes posted on the SOFAS website.
- d. Committee Liaison Reports
- i. Committee Liaisons should send final versions of each Committee’s 08-09 Committee charges to the SOFAS office ASAP.
  - ii. Personnel Committee met.
  - iii. Legislative Committee met.
  - iv. Leadership and involvement Committee is meeting on October 6
- e. System Academic Staff Rep. Report/Update (Shared by Lisa)
- i. Lisa distributed the Minutes from the September 18 meeting at the request of Rep. Sherri Arendt, asking that the Committee pay special attention to issues of compensation and aging of faculty and staff. Sheri had asked for examples from members of the ASC where compensation issues negatively impacted the hiring process. Lisa will ask Sherri to solicit these examples from Division heads.
  - ii. We need to identify a rep. for the UWS Fringe Benefits Advisory Committee.
- f. General
- i. Information of interest to academic staff is posted on the SOFAS website: <http://www.uwgb.edu/sofas/>.

Meeting adjourned at 2:25 p.m.

**All meetings are open unless otherwise stated.**

*Respectfully Submitted by Eric Craver, Recording Secretary*