

ACADEMIC STAFF COMMITTEE MINUTES
Tuesday, October 3, 2006, 12:30 p.m. - 2:00 p.m.
CL 825

Present: Sherri Arendt, Sue Bodilly, Dave Dettman, Paula Ganyard, Dan Mciver,
Grant Winslow

1. **Call to Order** by chair at 12:30

2. **Approve minutes of September 19, 2006 meeting and September 27, 2006 meeting** →
Approved

3. **New Business**

A. Administrator Evaluations (joint subcommittee with the UC) → Sue and Grant will
represent academic staff on the Administrator Evaluations subcommittee.

4. **Old Business**

A. Develop Objectives for the Strategic Goals → Strategic goals for the year with preliminary
objectives are:

1. Layoff brochure → Dan, Grant, and Dave will make up a subcommittee charged
to handle revisions to the current brochure developed by the Personnel
Committee.
2. Performance evaluations → Paula will check with the SOFAS office after
November 1 to see if there are still any outstanding reviews.
3. Leadership → Assigned to the Programming committee as a topic for a future
presentation.
4. Academic Staff hiring process → Academic Staff would like to see a more
consistent policy of granting prior years of service for staff change jobs within the
university. Paula will check with HR on this issue.
5. Education on Academic Staff Governance → The orientation committee will
develop materials and a timeline for orientating new academic staff members in
regards to the governance process. The nominating committee has been
charged with revising the information sent out to staff about each of the elective
and appointive committees.
6. Academic Staff Retention → The memo sent to the Chancellor on the use of the
discretionary portion of the pay plan is one way to address this issue. The newly
formed Campus Community Building Council may also address this issue. Paula
will check on the status of that council.
7. Professional Development → The Allocations Committee has been charged with
compiling some data on the cost of attending conferences and such and
compare that to the increase in the professional development funds received.
The will also investigate alternative sources of funding and supply academic staff

members with that information.

8. Salaries → The memo sent to the Chancellor on the use of the discretionary portion of the pay plan is one way to address this issue. The ASC also hopes to work with the administration on the process of identifying funds for the career progressions or title changes.

B. Handbook changes → Paula reported that the reason that the ASC was the hearing body for layoffs is that it is aligned with the way the faculty handbook deals with the issue. The committee felt that we should still only have one hearing body. A draft of section 7.06 of the handbook will be written by the chair and brought to a future meeting.

C. Internal Capital Campaign Committee → The committee accepted a motion to nominate Carmen Leuthner to the Internal Capital Campaign Committee. Paula will notify Steve Swan of this appointment.

D. Layoff document → Dan, Grant, and Dave will make up a subcommittee charged to handle revisions to the current brochure developed by the Personnel Committee. Mid-February is the deadline for the document.

5. Information Items

A. ASC Chair update → At some point between Feb. 23rd and April 6th the Committee will review the Higher Learning Commission self-study document.

The Academic Staff forum will be held on November 2nd. The Provost will be on hand to answer questions and gather concerns.

B. System Academic Staff Reps report → Sherri shared her notes from Academic Staff Rep Council Meeting –Thursday, September 14th.

C. Academic staff committee updates → Grant shared information from the Personnel Committee meeting with the Chancellor, Provost, and Vice-chancellor for Business and Finance regarding when the search and screen process is waved and when it isn't.

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