July 11, 2013, 1:15 pm (Cofrin Library 735)

Present: Kristy Aoki, Anne Buttke, Katrina Hrivnak, Emily Rogers, Mary Simonsen
Absent: Jen Jones

Approved Minutes

- No minutes to approve

Committee Updates (CWC, System Reps)

- None to report at this time

New Business

- Committee members introduced themselves to each other.
- It was decided to postpone the vote for “chair elect” until our next meeting (7/25); so all members can be present.
- (Mary Simonsen) was selected as Secretary.
- (Kristy Aoki) was selected as System Rep.
- Liaisons to committees were established:
  - Leadership & Involvement Committee (Katrina Hrivnak)
  - Personnel Committee (Mary Simonsen)
  - Professional Development & Allocations Committee (Jen Jones)
  - Professional Development Programming Committee (Anne Buttke)
  - CWC (Emily Rogers)
  - Legislative Affairs (Anne Buttke)
  - UC (Kristy Aoki)
- We discussed the weaknesses of the current orientation process for new academic staff and decided there could be major improvements. The following ideas came from our brainstorm:
  - Create welcome packets for new academic staff.
  - Review the charge of the leadership & involvement committee and make sure they take ownership of this topic.
  - Invite and or make quarterly academic staff meetings mandatory for new academic staff, in which a friendly welcome & meet and greet would take place.

Other

- We discussed a survey in which the intent is to gather data on obstacles when progressing employees (academic staff).
  - It was identified the survey needs to also be distributed to limited term appointments.
  - It was also suggested we distribute it to faculty who supervise academic staff.
  - Lastly we discussed keeping the survey anonymous.
  - Keep in mind classified staff may supervise academic staff.

Adjourned- 1:58 pm

Respectfully Submitted by Mary Simonsen