

ACADEMIC STAFF COMMITTEE MEETING MINUTES  
Tuesday, April 11, 2006, 12:30 p.m. - 2:00 p.m.  
CL 825

Present: Lucy Arendt, Dave Dettman, Samantha Surowiec, Grant Winslow

Excused: Sue Bodilly, Paula Ganyard, Jane Swan

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

**2. Minutes of March 14th and April 4, 2006 meeting were approved**

**3. New Business**

*A. Discuss proposed administrator evaluation process*

On behalf of the Committee Lucy reported to the University Committee that we felt a survey consisting of gathering verbal comments and reporting them to administrators in face to face meetings (2 academic staff members for each person evaluated) would be a more effective way of evaluating than the proposed anonymous paper survey. Lucy reported that the UC felt more comfortable going with the paper survey.

Despite this, the Committee discussed characteristics of a verbal survey with results delivered face to face. We agreed that aside from including the Chancellor, Provost, and the Deans, we would also like to include the Assistant Chancellor for Planning and Budget, and the Vice Chancellor for Business and Finance, as well as the Associate Provosts. We agreed that staggering the group to evaluate 5 each year would be sufficient. We also agreed that a summary document would be created for each evaluation.

If the evaluation goes forward with the paper surveys the Committee agreed that it should go only to faculty and the Committee would prefer to not be mentioned as being associated with it.

*B. Discuss proposed by-laws changes*

Lucy distributed a copy of the proposed bylaw changes and asked the Committee members review the document carefully. If approved, the changes will be put up for a vote among Academic Staff. The first change involves changing wording to allow Limited Employees to participate in staff governance.

The second change involves how long Academic Staff Committees serve. We agreed that 3 year terms instead of 2 would be desirable.

*C. Discuss May Assembly meeting / Anniversary celebration*

The Academic Staff Assembly Meeting will take place on May 12<sup>th</sup> from 9-11 in the 1965 Room. Aside from providing an opportunity to get together and discuss issues important to Academic Staff (an agenda will be forthcoming), cake will be served in honor of 35 years of Academic Staff Governance.

**4. Old Business**

*A. Continue developing preliminary performance evaluation policy recommendations*

Lucy distributed a copy of chapter three of the Academic Staff Handbook. This chapter addresses performance review. Due to time constraints the Committee will discuss this issue further at our next meeting.

**5. Information Items**

*A. ASC Chair update: CBC, pay plan*

Lucy has contacted Mary Ann Rose and Nate Petrashek concerning becoming involved in the Community Building Committee.

*B. Provost update → Provost did not attend*

*C. Academic staff committee updates, including System Academic Staff Reps report*  
None

*D. General*

Samantha informed the group that she had a conversation with a representative from ASPRO (Academic Staff Professionals Representation Organization) concerning a possible talk to take place here on campus. The group agreed that if this does take place the best time would be after the semester concludes. Samantha will coordinate and report back.

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*