

Academic Staff Committee

Meeting Minutes – October 27, 2011

Mary Ann Cofrin Hall, Room 201

Members: Leif Nelson Mary Simonsen (excused)
David Kieper Kelly Kramp
Linda Parins (Chairperson) Samantha Surowiec (excused)

Guests: None

Meeting Called to order at 10:05 am.

1. Minutes of the October 13, 2011 Academic Staff Committee (ASC) meeting were reviewed and approved.
2. Joint Committee on Workload & Compensation (CWC):

Faculty representatives to the committee are currently being recruited. Academic Staff representatives who will be on the committee will be Eileen Kolb, Emily Rogers, and Grant Winslow. Academic Staff Committee liaison to this committee will be Samantha Surowiec. Debbie Furlong, who is also an academic staff member, is an ex-officio member of this committee as well. Once the faculty representatives are identified, the CWC is expected to start meeting and working very soon.

3. New University Personnel Structure:

Linda Parins will request the data from the survey conducted by Human Resources. This data will be given to the Academic Staff Personnel Committee for their review. The Academic Staff Personnel Committee will provide their comments and summary back to the ASC and Human Resources.

4. Bylaws: Article III – Academic Staff Committee – E. Organization (pp.55-56):

Suggested changes to the Academic Staff Bylaws to clarify selection of officers of the Academic Staff Committee:

- Article III.E, item 2 (with changes highlighted) would be amended, in part to read “The Chair of the Committee shall **generally** be in the **third** year of his/her term”.
- Article III.E, item 3.g would be added “In the spring/summer nearing the end of their term, provide transition for the current vice chair by including them in meetings that the Chair attends on behalf of the Academic Staff Committee”
- Article III.E, item 4 (with changes highlighted) would be amended in part to read “The individual elected **as** the Vice Chair shall **generally** be in the **second** year of his/her term”.
- Article III.E, item 5, (with changes highlighted) would be amended to read “The Secretary role of the Committee shall be shared equally among the members of the Academic Staff Committee who are not in the Chair position. The Secretary shall take minutes at the Committee meetings and oversee their distribution.”

5. Academic Staff Assembly, Nov 17, 2011, 3:00 pm Christie Theatre:

The agenda for the Academic Staff Assembly was discussed. Guest will include Provost Julia Wallace (to discuss budget and Provost Office reorganization) and Dean Sue Mattison (to discuss new major). Academic Staff committees will deliver reports. The new CWC committee can discuss their status and use the meeting to solicit information/feedback regarding compensation and workload. We will do a vote on the proposed bylaw changes. SOFAS Cliff Abbott will be taking notes.

6. University Committee Report:

A discussion occurred in regards to the new Health Information Management and Technology major.

Meeting Adjourned at 10:50 a.m.

Next ASC Meeting: November 10, 2011, 1:30 pm, Heritage Conference Room, University Union

Next recording secretary: Mary Simonsen

All meetings are open unless otherwise stated.

Respectfully Submitted David Kieper, Recording Secretary