

ACADEMIC STAFF SENATE MEETING *MINUTES*

August 14, 2008

MEMBERS PRESENT: Tom Fennessey (President), Jen Bird (Secretary), Ryan Kreuser, Sue Holm, Donna Dahlvang, Tammy Fanning, Christina Kline,

MEMBERS ABSENT: Joel Peterson, Ray Reinertsen

I. Old Business

- a. Discussion and Approval of 5/15/08 minutes
 - i. Motion by Kline to approve as amended, second by Dahlvang. Approved.
 - ii. Bird will update and post.
- b. By-Laws revision update
 - i. Dahlvang reported.
 1. Dahlvang sent memo with outline of changes to Chancellor Erlenbach to be forwarded on to Board of Regents. Dahlvang talked with Joy Johnson about progress of document being reviewed.
 - a. Per Joy Johnson, Chancellor Erlenbach sent document to System Legal for approval. With approval, changes will be forwarded to Board of Regents for final approval.
 2. Revised By-Laws are effective as of this meeting 8/14/08 per at large vote Academic Staff and approval that took place in May 2008.
- c. Legislative committee report/discussion
 - i. Holm requested that we ask that Legislative Committee be informed as much in advance as possible about Senate Representative visits to campus so that they can be there and encourage others to attend.
 1. Fanning suggested Legislative Committee meet with Chancellor Erlenbach to find out more information about when those visits will occur.
 2. Dahlvang suggested we contact local legislators to have Legislative Committee on the list to receive any legislative updates that would be important to know about.
 3. Dahlvang and Holm suggested contacting Senator Jauch's office to request that Legislative Committee be contacted and kept in the loop about upcoming campus visits.
- d. Personnel/compensation Committee report
 - i. Kreuser reported.
 1. Committee is working on several things:
 - a. Educating Academic Staff about how the promotion process works.
 - b. Reviewing how the TEI form used in promotions is utilized and how to help staff better understand how to correctly fill it out.
 - c. Updating and clarifying the promotion process: clarifying the guidelines, creating Distinguished Guidelines, creating an official appeals process, and reviewing/updating eligibility guidelines.
 2. Committee will work with HR on reviewing/updating the process and setting up educational sessions.
 3. Committee will bring suggested changes to Academic Staff Senate for approval in the near future.
- e. Mentoring sub-committee report/discussion
 - i. Bird and Fanning reported.
 1. Committee is still working on final touches for the program. The plan is to launch the program in the Spring 2009, if not before.
- f. Academic Staff Rep Report
 - i. Dahlvang reported.
 1. First meeting will be Thurs. September 18th in Madison.
 2. About half of the group is returning and the other half is new.

3. Group will select a new convener at first meeting.
- g. Review of upcoming events
 - i. Fall Social – Ace’s on 29th – Friday, September 19th – 4:30pm
 1. Fanning will talk to Ace’s
 - ii. Opening Week, August 25th – 27th
 1. Fennessey will be speaking about Academic Staff Senate at the Opening Meeting
 2. Kline suggested putting the 2007-2008 end of the year report, meeting schedule, and each senator’s contact information in the Opening Week packets
 - iii. Dragon Boat Festival, August 22nd and 23rd
 - iv. Others?
 1. Lloyd Williams Memorial Scholarship BBQ – Wed. August 27th – outside Crownhart Hall- 11:30am-1pm
 - h. 2008-2009 Committee Assignments
 - i. Fennessey forwarded list out to Academic Staff Senate and Mary Noyes.
 1. Writing Across Curriculum Advisory committee still needs one spot filled. Fennessey is working on getting this spot filled.
 - ii. Kreuser asked when committee appointments officially start and end
 - iii. Kreuser brought up concern about the Housing Appeals committee and problem with faculty and staff not on contract for summer needing to meet during summer. Summer meetings are needed to review appeals in a timely fashion for students.
 1. Fanning suggested putting a notice in committee descriptions that this particular committee meets during the summer.
 2. Kreuser has worked with Faculty Senate in the past to collect possible names for faculty to serve on this committee and will continue this discussion.
 - i. Recap of Regent Cuene visit on 7/10/08
 - i. Discussed issues with credit transfers from 2 year or Technical Colleges to 4 year institutions.
 - ii. Discussed budget cuts that system is doing and expressed concerns.
 - j. Other old business
 - i. Reschedule Jane Birkholz meeting
 1. Discussed ideas that senate would like to talk with Birkholz about.
 2. Fennessey will work with Birkholz to reschedule the meeting.
 - ii. Exit interviews-what is the next step?
 1. Academic Staff Senate needs to discuss who utilizes information from interviews, how they are given out, etc.
 2. Tabled discussion.
 - iii. FERPA training
 1. Dahlvang suggested that Academic Staff Senate be trained on FERPA, and suggested working with HR on getting a training set up.
 2. Fennessey suggested inviting Peggy Fecker into a senate meeting to discuss FERPA training as well as other HR related issues/updates.
 3. Holm suggested having FERPA training tied in with Early Alert program that is being launched out of Student Services Fall 2008.
 4. Fanning suggested that campus needs to better define who our FERPA expert is and who is responsible for defining what and who falls under “need to know” information.
 - iv. Others?
 1. Dahlvang suggested that the grant guidelines get reviewed and updated prior to them going out to call in October. Fennessey will put this on the September meeting agenda.
 - a. Fanning suggested that a form be created a form for the follow up summaries that are required of those who receive grants.

- b. Dahlvang suggested talking with the Provost about how the follow up summaries are utilized and if we need to continue having them as part of the process.

II. New Business

- a. Meeting Schedule
 - a. Meetings will occur the 3rd Monday of each month– from 10am-12pm. Room TBD.
 - i. September 15th
 - ii. October 20th
 - iii. November 17th
 - iv. December 15th
- b. Welcome for new Academic staff – letters, lunch, mentoring committee
 - a. Fennessey and Bird will work on getting this information put together.
 - b. Fanning suggested that new academic staff get called and invited to upcoming events and so they get an immediate connection to Academic Staff Senate.
- c. Goals for 2008-2009
 - a. Goals for 2008-2009 outlined in 2007-2008 end of the year report. Fennessey asked for any additions. No additions suggested.
- d. Future for governance reviews
 - a. Fennessey met with Provost Markwood and about upcoming events that Academic Staff Senate will be a part of:
 - i. Accreditation
 - ii. Academic Teaching Staff being parallel with Faculty on evaluation process
 - iii. Review and make suggestions about campus policies
 - 1. Spouse/partner hiring policy
 - 2. Pay Plan policy
- e. Senate meeting ground rules
 - a. Fennessey handed out some ground rules/expectations for Academic Staff Senate meetings
- f. Other new business
 - i. Holm motion to adjourn, Fanning second. Approved. Adjourned at 12:08pm.

Respectfully Submitted: Jennifer Bird (Secretary)