

ACADEMIC STAFF SENATE MEETING *MINUTES*

October 18, 2007

MEMBERS PRESENT: Stephanie Wainionpaa (Secretary), Ryan Kreuser, Joel Peterson, Tom Fennessey, Jen Bird, Angie Lindberg

MEMBERS ABSENT: Donna Dahlvang (President), Ray Reinertsen, Sue Holm

I. Old Business

- a. Discussion and Approval of 09/13/07 minutes
 - i. TF motion to approve as amended/Jp second. Approved with amendments as discussed. SW will update and send to DD.
- b. Field trip risk management response – Jan Hanson, Guest
 - i. Feedback/discussion only (no action needed)
 - ii. Extension of classroom
 1. Verbage in actual document will be more “lay terms” (currently very legalistic)
 2. Used as a communication tool for clarification of roles/rules/responsibilities/expectations
 3. No transfer of risk
 - iii. Not applicable to all field trips; limited to overnight
 - iv. Item #4 Code of conduct
 1. No “general” student code of conduct at UW-Superior
 - a. Being discussed
 - v. Item #6 Photographs
 1. Make stand alone item
 - vi. Item #2 Authorize medical treatment
 1. Add...”I agree to notify....re:....” i.e. diabetic/allergies relevant to field trip
 - a. Student’s responsibility
 - vii. JB Concern: Academic punishment if choose not to attend?
 1. JH responded that System Legal recommends reasonable accommodations will be made available
 - viii. JP concern: Item #1 Financial and legal responsibility
 1. Add disclaimer contact
- c. Legislative committee update 2007-2008 (recurring agenda item)
 - i. Sue Holm, Reilly O’Halloren, Julianne Raymond
 1. SH (absent) will set up meeting
 2. TABLED until November meeting
- d. By-laws sub committee report
 - i. SH, TF, JP
 - ii. Met briefly; document handed out
 - iii. Discussion tabled until November meeting
- e. Mentoring sub committee report
 - i. SW, JB, AL
 - ii. Met briefly; document handed out
 - iii. Discussion tabled until November meeting

- f. Recommendations for improvement in leave reporting; section III response
 - i. Section I and II already commented on.
 - ii. Response due Oct 31.
 - iii. TF motion to add #4...”Department Supervisors have the right and responsibility to monitor to assure proper leave reporting.” JP second. Motion approved.
 - g. Review of upcoming events
 - i. Halloween in the Halls
 - ii. Chancellors Ball
 - iii. Winterfest
- II. New Business
- a. Textbook rental task force – Susan Kusilek, Jeff Kahler, Vaughn Russom guests
 - i. 11:00am
 - ii. Discussion only/no action needed
 - iii. Hybrid model most cost effective
 - 1. new, used and rental
 - 2. 35% rental fee
 - 3. 3 year commitment
 - iv. Not a big benefit to students
 - 1. will discuss at Student Senate and Faculty Senate
 - b. Recognize new Academic Staff and invite to Spring Luncheon (welcome bags)
 - i. Nick Trimmer stopped to say hello
 - ii. Ann Miller
 - iii. Vicky Hajewski, Dean
 - iv. Stacy Carlson, Transp & Log
 - c. Professional Staff development update/grant guideline and submission
 - i. DD emailed Sharon Sullivan; proposals should have been sent out 1st Monday of October
 - 1. TF motioned to make one-time exception to time line; call for proposals will be sent Monday, Oct 22. Due Nov 19th; meeting on November 29th with notification ASAP from Provosts Office. Seconded by RK. Approved. DD will send to Sharon Sullivan.
 - 2. TF motioned to allow updates/changes to Guidelines/form as discussed. RK second. Approved. DD will make changes.
 - a. “attach ALL REQUIRED supporting documentation...”
 - b. GRANT GUIDELINES/SUBMISSION REQUIREMENTS....highlight MUST and AND
 - c. BOLD...”please attach a copy of the conference brochure or other information about the event to the application.”

- d. Report on Regent Shields Visit
 - i. Student
 - ii. JB, TF, RK, SW and DD attended
 - iii. Nothing to report
- e. Report on System Staff Visit
 - i. TF attended on DD behalf
 - ii. Budget and Purchasing individuals.
 - iii. Focused on students perspective
- f. Final Committee list on website
 - i. FYE committee needs 2 Academic Staff members
 - ii. RK or JB would like to serve
- g. Other New Business
 - i. Ron Singer, Academic Staff System Liaison would like to come for visit
 - 1. DD will forward Academic Staff Senate Meeting Schedule to him
 - ii. Organization Chart
 - 1. where's admissions/advisement?
 - iii. JB discussed HWC membership issues
 - 1. ?2nd Semester Payroll Deduction
 - 2. JP will talk with Jeff Dupont

TF motion to adjourn/RK second. Meeting Adjourned.

Next Meeting November 29, 2007 at 10:00AM RSC 21

Agenda items to include:

- Grants
- Voluntary System of Accountability (VSA)
 - Provost/Chancellor invited to attend for discussion

Respectfully Submitted: Stephanie Wainionpaa, Secretary
10/22/07