

ACADEMIC STAFF SENATE MEETING *MINUTES*

December 20, 2007

MEMBERS PRESENT: Donna Dahlvang (President), Stephanie Wainionpaa (Secretary), Ryan Kreuser, Joel Peterson, Sue Holm, Tom Fennessey, Jen Bird, Angie Lindberg

MEMBERS ABSENT: Ray Reinertsen

I. Old Business

- a. Discussion and Approval of 11/29/07 minutes
 - i. SH motion to approve as amended. AL second. Approved.
 - ii. SW will update and send to DD.
- b. Legislative committee update 2007-2008
 - i. SH reported
 1. Committee met/budget passed
 2. Tom Bergh, Julianne Raymond, Reilly O'Halloren and Sue Holm
 3. Send "Thank You" to Key players
 - a. In conjunction with Superior Days
 - i. TF discussed who attends
 - ii. Chancellor responsibility
 - b. Senator Jauch office produced a 2007-2009 State Budget Highlights
 - i. SH will email/forward
 4. Salary Increase/Raise issue
 - a. Retroactive to July paycheck expected in February
 5. SH asked TF for list of "Ground Breaking" dates
- c. By-laws sub committee report
 - i. SH, TF and JP met
 1. Discussed Section by Section
 2. SH has official working document with noted changes as per discussion
 3. Remaining discussion tabled until next meeting.
- d. Mentoring sub committee report
 - i. JB and AL met
 1. Template/brochure produced
 - a. Include Welcome Letter
 2. Discussed options
 - a. Academic Staff Senate Members as Mentors
 - b. Open to all Academic Staff
 - c. Mix
 - i. Academic Year time frame
 - ii. Provide campus information/packet
 1. Tours, events, meetings, information/referral source
 3. DD suggested use of minimal dollars from Academic Staff Development Grant for printing costs.
 4. Housed in Academic Staff Senate
 5. Goal for Fall 2008
 6. SW will share Lake Superior College Mentoring Program with JB and AL
- e. Academic Staff Rep Report
 - i. DD shared final document regarding Sick Leave Accrual and Reporting for Faculty, Academic Staff, and Limited Appointees.
 - ii. (MINUTES BY RK) Dahlvang asks for clarification as to how to communicate information shared with her from the AS rep group.
 1. Fennessey asks that updates are provided at senate meetings and that important time sensitive materials be e-mail to senators at Dahlvang's discretion. Senate approves Fennessey's suggestion.

- iii. Dahlvang – President Reilly has suggested that institutions be required to audit their compliance with UPG 3.05(3). And report to the Office of Human Resources by April 1, 2008. Reilly’s suggestion is in response to UWS’ AS request for action in this area.
- iv. Reminder the deadline for the Academic Staff Excellence Award nomination deadline is February 1, 2008. Please consider nominating deserving peers.
- f. Shared Governance policy/procedure document
 - i. AS and Fac. Reps groups are trying to get governance groups involved at an early point in the System policy development process and to allow more efficient communication between policy makers and governance groups. The administrators would seek feedback from chairs/facilitators as part of the guidelines.
 - 1. Fennessey motioned to approve the Shared Governance Principles and Guidelines. Holm Seconds the motion. Approved.
- g. Voluntary System of Accountability (VSA)
 - a. The Faculty Senate’s committee on Voluntary System of Accountability is reviewing the different options for assessment. Once they have completed their research they will present their finding to each governing group. The governance groups will submit their recommendations on the VSA. The committees finding will be presented at the AS February meeting.

II. New Business

- a. Salary review funding compensation.
 - i. Meeting to take place on 12/21/07.
 - ii. Does the senate wish to commit 1/3 of the raise to the salary review.
 - 1. Fennessey Motions to accept the Chancellors offer to use salary saving and his 10% discretionary fund to fund the compensations committee’s salary review and not to use a portion of the increase for the 07,09 biennium. Lindberg 2nd. Approved.
- b. Homan and Lindberg grant requests.
 - i. Homan and Lindberg request to change their AS development grant awards. Lindberg would like to attend a different conference that provides the same training that is closer to save on travel costs. She explains this in her original request. Holman can’t attend the conference listed in her original proposal do to a work conflict. She would like to use the grant money on a different conference.
 - 1. Fennessey moves to approve Lindberg’s request to attend conference in MN, instead of AZ. Bird 2nd, approved
 - 2. Fennessey motions to approve Holman’s request as a one time allowance so long as the money is committed/spent in the fiscal year 08. Kreuser 2nd, Approved.
- c. Other new business
 - i. Reminder that AS promotion requests are due February 8th.
 - ii. Vacancy on Senate- Dahlvang will put out a call for candidates to fill the vacancy created by the resignation of Wainionpaa.
 - iii. Election of new secretary
 - 1. Bird volunteers to fill the Secretary post. Kreuser motions that she be appointed to the post of Secretary for Academic Senate, Holm 2nd, Approved.
 - iv. Next Meeting January 24th, 2008
 - 1. Welcome new Academic Staff
 - 2. 2nd semester social
 - 3. Dahlvang to work to reduce the number of committee assignments for students, staff and faculty.
 - v. Fennessey motions to adjourn the meeting 2nd, Lindberg, meeting adjourned at 12:20 pm.

Next Meeting January 24, 2008 10:00am-12:00pm RSC 21.

Respectfully Submitted: Stephanie Wainionpaa, Secretary
12/20/07