

## ACADEMIC STAFF SENATE MEETING *MINUTES*

February 22, 2012

**MEMBERS PRESENT:** Jen Bird (Secretary), Scott Smith, Tom Tu, Sue Holm, Angie Hugdahl, Ryan Kreuser (Chair), Ray Reinertsen

**MEMBERS ABSENT:** Lynne Williams, Jenice Meyer

**GUESTS:** Susie Isaksen

Meeting called to order at by Chair at 11:09am.

- I. Chancellor's Report
  - a. No report
- II. Provost's Report
  - a. No report
- III. Faculty Chair's Report
  - a. No report
- IV. Old Business
  - a. Discussion and Approval of January 25th meeting minutes (action item)
    - i. Reinertsen motion to approve with changes. Tu second. Approved with amendments.
  - b. Reports
    - i. Legislative
      1. No report
    - ii. PCC
      1. Kreuser reported.
        - a. Promotion and title changes were due recently. HR will be calling us together soon.
    - iii. AS Reps
      1. No report.
    - iv. CIPT
      1. Reinertsen and Kreuser reported.
        - a. Much of the work being done is regarding the HLC visit.
        - b. Discussed some of the processes regarding strategic planning. Some concerns regarding WEAVE were discussed.
        - c. Discussed ideas for moving forward with assessing our university strategic plan.
        - d. Discussed a summer retreat to allow for feedback and time for people to voice their ideas and concerns.
        - e. Discussion in legislature about accountability. Campuses are being asked to demonstrate how many credits we are producing. This may or may not be a mandate coming down the line. Interim Provost Hensrud did this for our campus as part of the lapse planning. We can use this as a good tool to show how many hours everyone is putting in.
    - v. Chair
      1. Kreuser reported.
        - a. Asked Wendy Kropid for update for Personnel Guidelines committee, but have not heard back yet. When an update is given, Kreuser will forward it to the senators.
    - vi. Staff Development
      1. Kreuser reported.
        - a. Meetings are taking place on a regular basis. Some topics were identified as being mandatory/required every so often (i.e. FERPA). Also some will be done through Center for Adult Education and Outreach (includes

Continuing Education, Distance Learning and Extension) during the summer, during breaks, and other times that are workable for various people. System Legal is willing to come up and provide some trainings as well. Kreuser spoke with Hensrud about the vast disparity of credit production. Hensrud discussed that this is something that will be addressed. Reinertsen and Smith discussed that it is important to remember that credit production is not just about how many classes someone is teaching. It's a much deeper issue to review than only looking at classes.

- b. There is still nothing solid on the lapse amount that we will be responsible for.

vii. Newsletter

1. Smith reported.

- a. The newsletter is ready to go. Smith would like to know what we want to communicate this month. Smith will send out an email soliciting topics from the senators.
- b. Smith will put election information in the newsletter. Bird will put out the call and reminders.

viii. Staff Development

1. See chairs report.

ix. By-laws

1. Kreuser will check with Joy Johnson on the status of Chancellor's approval.

x. AS Senate goals

1. Kreuser reported.

- a. Meyer sent out a list to each senator to use for increasing communication.
- b. Bird reported that the Enrollment Management committee has been working on the Strategic Enrollment Management Plan. This proposed plan will be presented to Interim Provost Hensrud at the next meeting.
- c. We are planning the social and lunch for this semester.
- d. Reinertsen will collect people's ideas and thoughts or "Collective Wisdom" via email.

c. Flexibilities policy update

i. Kreuser reported.

- 1. Contacted Peggy Fecker to see where this is at. Kreuser has not received a response yet.

V. New Business

a. Writing and Library Science Program request update

i. Kreuser reported.

- 1. He spoke with Hensrud about the balance within the WLSP department. Hensrud told Kreuser that this is being addressed to correct the issue.
- 2. Kreuser motion to support the WLSP resolution and to ask the Provost to review and clarify her understanding of the Unclassified Handbook section 6.21. Smith second. Approved. Kreuser will follow up with Hensrud upon her review of the policy.

b. Welcome Lunch

- i. March 14<sup>th</sup> 11:45am-1pm. Kreuser will talk with A'viands. Bird and Kreuser will invite new staff.

c. Staff Social

- i. February 29<sup>th</sup> at 4:30pm at the Thirsty Pagan. Bird will ask Meyer to resend the call list. Alumni Association and Thirsty Pagan will be sponsoring this event.

d. Alma Mater resolution

- i. Alma Mater submissions are being collected.
- e. Other new business
  - i. Upcoming Events:
    - 1. Superior Allies Training, Feb. 28<sup>th</sup> 5-8pm

Smith motioned to adjourn meeting. Reinertsen second. Meeting adjourned at 12:40pm.

Respectfully submitted,  
Jen Bird