

ACADEMIC STAFF SENATE PLANNING MEETING *MINUTES*

January 9, 2012

MEMBERS PRESENT: Ryan Kreuser (Chair), Jen Bird (Secretary), Ray Reinertsen, Scott Smith, Jenice Meyer, Tom Tu, Sue Holm, Lynne Williams

MEMBERS ABSENT: Angie Hugdahl

GUESTS:

Meeting called to order at by Chair at 10:12am.

- I. Updates
 - a. Kreuser gave updates.
 - i. Kreuser gave Peggy Fecker the updated draft of the Flexible Workplace policy as well as the documentation from the different institutions that we reviewed and borrowed language from.
 - ii. Amongst administrators and senate chairs, there was a brainstorming discussion regarding how training/development should and will happen on campus for staff.
- II. Goal Setting for spring semester
 - a. Goal #1 – Suggest and support models for new employee orientation and professional development programs
 - i. Action Plan:
 1. Create a work group to focus on this (Smith, Tu).
 - a. Brainstorm of things to include in orientation (not all inclusive):
 - i. FERPA
 - ii. Resources
 1. Atomic Learning
 2. Policies, processes, procedures
 - iii. Supervisor Training
 - iv. Look at timing of opportunities, trainings
 - v. How we handle people on various kinds of contracts: ad hoc, full time, part time, etc.
 - vi. Virtual program (D2L)
 - b. Goal #2 – Improve communication between academic staff and Academic Staff Senate
 - i. Action Plan:
 1. Each senator will be assigned a section of the academic staff to be a rep to/in communication with monthly. Meyer will be in charge of up updating the senators' lists. List will include what committees each senator is on.
 2. Create monthly e-newsletter. Smith and Williams will continue to work on this.
 3. Increase communication and collaboration with Faculty Senate by continuing to have a representative present at their meetings and finding other opportunities where available.
 4. Recommend ideas to administration for how to increase/improve communication on campus.
 - c. Goal #3 – Keep up to date on new personnel rules
 - i. Action Plan:
 1. Ryan will talk to Wendy Kropid to figure out a way to keep up to date on what is happening with the new personnel guidelines. Senators will then communicate that information with their designated group. Keep this as a standing agenda item for senate meetings.
 - d. Goal #5 – Support the campuses student recruitment and retention efforts
 - i. Action Plan:

1. Bird will report information from the Student Retention Committee and will bring back suggestions to that group.
- e. Goal #6 – Investigate and support activities and ideas to improve morale on campus
 1. Set up new academic staff lunch with senators
 - a. Action Plan:
 - i. Williams will ask Human Resources for a fresh list.
 2. Set up two academic staff socials for spring semester
 - a. Action Plan:
 - i. Ask Chancellor to put invites in weekly message.
 - ii. Pick dates for February 1st and early April. Kreuser will talk with Hugdahl about arranging them.
 - iii. Meyer will talk with Faculty Senate about promoting it to faculty as well.
- f. Goal #7 – Collect and convey the “Collective Wisdom” of our employees monthly
 - i. Action Plan:
 1. Email and ask employees for their collective wisdom on given topics (retention, morale, etc.) then disseminate ideas.
- g. Goal # 8 – Be aware and collect/give feedback on the planning and budgeting process of the university

Smith motioned to adjourn meeting. Meyer second. Meeting adjourned at 1:28pm.

Respectfully submitted,
Jen Bird