Academic Staff Personnel Committee Meeting Minutes  
November 20, 2012  
Ojibwe A, Davies Center

Members present: Cathy Berry, Jacqueline Bonneville, Julie Eklund, Matt Meyer, Kathy Sahlhoff, Linda Spaeth, Katie Wilson

Guest: Barbara Hanson

November 6, 2012 minutes adopted as distributed.

1) Received clarification that 2010-11 (not 2011-12) Redbook is currently available. 2011-12 Redbook will be out soon. Copy of 2011-12 Redbook should also soon be in the Library.

2) Per Barbara Hanson: ETF benefit statements are still not out. Should have been out last week. Problems are tied to HRS. Hoping will be available in Dec; may be as long as after Jan. The impact of the delay on individuals includes:
   - Problems for some people in applying for loans and having to document credit-worthiness.
   - Life insurance information in the HRS system is inaccurate and people need the statements to get accurate coverage information.

3) Questions came up about the differences in rights and benefits for Fixed Term vs. No Intent to Renew (NITR) contracts.

   Fixed Term
   - Years in contract count toward promotion.
   - Counts for Retirement.
   - Personnel Calendar is established. After 5 years as fixed term, individual can get a 2-year reappointment. After 7 years as fixed term, can get a 3-year reappointment.

   NITR
   - Years in contract count toward promotion.
   - Counts for Retirement.
   - No Personnel Calendar. Year-by-year appointment.

New NITR appointments cannot get into retirement until 12 months of work. Must have completed 12 months and have contract for next year to get started into retirement. (Previously NITR will be grandfathered in.)

Anyone with questions about their Personnel Calendars or contracts should contact Barbara Hanson in HR.
4) Brown Bag Lunch Session scheduled for Nov 27 from 12:00 – 1:00. At this session we will:
   - Focus on summarizing what we have done to date;
   - Provide a short update on what is happening at the UW System level;
   - Ask people for questions/topics;
   - Ask how to best communicate with them;
   - Explain the D2L site to create forums for discussion.

5) Matt Meyers has agreed to coordinate the D2L Site.

6) Grievance process for Academic Staff needs to be reviewed and revised.
   - Concern is that the Grievance Process for AS has no timelines established. Kate reviewed with other Academic Staff Reps and they recommended that better parameters be established for timeframes.
   - Academic Staff Complaint Process has well spelled-out process and timeframes with multiples deadlines established. The Grievance Process, however, does not.
   - Linda Spaeth agreed to lead a review of the Grievance Process and recommend more specific timeframes.

Respectfully submitted by Kathy Sahlhoff