Members Present: Katie Wilson, Matt Meyer, Kathy Sahlhoff, Patti See, Linda Spaeth, Donna Weber, Julie Eklund, Teresa O’Halloran

Members Absent: Cathy Berry, Jacqueline Bonneville

Guest: Stephanie Jamelske

1. **Approval of December 4, 2012 minutes:** December 4th minutes were approved as written.
   
   Katie Wilson informed the committee that Jacqueline Bonneville was resigning from the committee because of conflicting times of standing meetings. There will be a replacement elected.

2. **Complaint and Grievance Process:** There was discussion of the complaint and grievance procedures as written in the Rules and Procedures for Academic Staff. Linda Spaeth recommended we look at the complaint and grievance procedures before the next printing/update of the rules and procedures document. Linda is working with a sub-committee (Matt Meyer and Cathy Berry) as they attempt to clarify the confusion regarding the procedures. Donna Weber will provide the new Operational Policy that the University Personnel System has developed.

3. **Update on D2L:** There was no update on the D2L site, although some brainstorming was done regarding what should and should not be posted to the D2L site.

4. **Employees of Concern Committee:** Katie Wilson asked Donna Weber to address the Employees of Concern Committee. Donna explained that she is part of a Threat Assessment Group that addresses employees that may be of concern. In light of the violence that has recently happened globally, it is critical that we are all aware of pending dangerous situations in the workplace. If someone has a concern about a colleague, they should contact Donna, David Sprick, Mike Wick or Beth Hellwig immediately.

5. **Professional development plan for academic staff:** We discussed potential workshops that should be held. Everyone agreed that a Promotional Workshop should be held late in the spring semester to allow potential candidates the summer to prepare promotional materials. The deadline for submission is in November. The fall might be a good time to have a workshop regarding the new complaint/grievance procedures. Also, a retirement workshop has been requested for all age groups. Sessions will be held when the UPS is approved by the Joint Committee on Employment Relations. A suggestion was made that Donna Weber hold sessions by employee group rather than a session that includes all employee groups. Donna agreed that it was a good idea, and will plan accordingly.
A discussion was held about individuals that were working more than full time. The concern was that this situation is becoming an expectation. We discussed Work Life Balance. There was further discussion about the possibility of conducting workload analysis within departments to help determine what may not need to be done, and to continually shift work load appropriately so certain individuals do not get burned out. Everyone agreed it is a problem, but no easy solution was forthcoming. Human Resources will be advised to take this concern into consideration when they develop Supervisor training (a requirement of the UPS).

6. **Sharing of notes from Academic Staff Rep meeting:** There was also discussion regarding the erroneous overpayments to health insurance premiums that resulted in a financial loss to UW System. Donna explained that it wasn’t actually people that were overpaid, but their health insurance benefits were inadvertently paid. The UW Service Center is working diligently on reconciliation process to assure that this does not happen again.

7. **Academic Staff Leadership Conference:** tabled

8. **Announcements and miscellaneous business:** No information

9. **Consultation with Michael Wick:** The committee went into closed session for a consultation with Associate Vice Chancellor Michael Wick regarding nominations for the Regent Academic Staff awards.

The meeting was adjourned. The next meeting will be held on February 19, 2013 from 2:00 – 3:00 pm in the Mohican Room of Davies Center.

Respectfully submitted on February 7, 2013

Donna Weber