Academic Staff Personnel Committee
Minutes
November 5, 2013

Members Present:  Cathy Berry, Linda Carlson, Julie Aminpour, Bonnie Isaacson, Teresa O’Halloran, Kathy Sahlhoff, Katie Wilson

Guests: Barb Hanson, Stephanie Jamelske

Minutes of the Oct 15, 2013 meeting were approved without changes.

Reviewing Membership and Functions

Follow up was done on the current extent and level of detail of the committee’s functions in the Handbook. The Academic Staff Personnel Com’s functions are described in significantly more detail than the functions of the comparable faculty committee. Although Katie and Julie Eklund asked some questions, there is not a clear explanation or rationale for why there was such a dramatic difference between the level of detail.

The committee discussed the possible disadvantages of having such itemized, detailed functions. The primary concern is that we may discover an appropriate function that seems to be excluded by the specificity of the functions listed.

Teresa volunteered to act as point person for a small sub-committee to recommend some consolidated language that would continue to allow the appropriate breadth of functions with possible examples, but not an all-inclusive listing of functions. She will enlist feedback from other interested committee members.

The committee also looked at the representation on the committee compared to the number of IAS and APAS positions on-campus. The IAS to APAS ratio is roughly two/three. (132 IAS; 210 APAS in the frozen files).

Teresa agreed that the sub-committee will consider both the size and the distribution of the membership as well as the language describing the committee’s functions and bring any recommendations for changes back to the committee for discussion.

Academic Staff Reps Meeting

Katie reviewed the highlights of her notes (distributed) from the Academic Staff Reps meeting. A question came up about the 2-day supervisory training offered through System. The group wondered whether we could host the trainers here, allowing many more supervisors on-campus (as well as from other local campuses) to have ready access to the training. Barb Hanson agreed to ask about this option.

Misc Business

Vice Chancellor Hellwig asked for some clarification around the search process for the Dean of Students, which does not seem to fit within the current categories. The committee also identified that the “Associate/Assistant Deans” category does not seem to reflect Associate or Assistant Dean of Students.

The committee will recommend that:

- Under ‘COMMITTEE FORMATION FOR ASSOCIATE/ASSISTANT DEANS, CHAIRS, AND DIRECTOR” the current 2)a) “Associate/Assistant Deans” be changed to “Associate/Assistant Academic Deans.”
- Under 2)c) “Directors”, the first sentence in (1) be changed to “This process applies to those positions with an official title code in the director series and Dean of Student and Associate/Assistant Dean of Students.”

Minutes submitted by Kathy Sahlhoff