

MEETING NOTES OF THE ACADEMIC STAFF COMMITTEE

September 14, 2007

Members Present: Todd Bailey, Anne Bilder, Yufeng Duan, Lisa Kornetsky (by phone), Jan Sheppard, Jennifer Moore

Members Absent: Sal Carranza, Eileen Norby, Donna Silver

Agenda Discussion Items

1. Discussion of topics for Fall Brown Bag Lunch Presentation for UW System Administration Academic Staff (Purpose: To build community)

Yufeng had previously e-mailed nine suggestions to the committee based on the conversation she and Jennifer had with Harry Webne-Behrman in the Office of Human Resources at UW-Madison. The three topics receiving the most interest by committee members were managing job-related stress, dealing with change constructively, and improving work processes.

ACTION ITEM: Jan, Yufeng, and Jennifer will follow up with three presenters to gather information on cost and availability for a late October presentation on one of the above topics. Based on this information, committee members will make a final decision on topic and presenter at the next ASC meeting.

2. Review and discussion of suggested changes to "Guidelines for Consideration of Academic Staff Grant Proposals." (Follow up to a past discussion)

The suggested language changes to policies 4, 6, and 7 were unanimously approved by those members attending the meeting.

ACTION ITEM: Todd will update the grant guidelines to reflect the approved changes and will send out a call for proposals for the fall. **Jennifer** will post the new guidelines to the ASC website.

3. Next meeting date & agenda

Todd will schedule a meeting for October for the committee to review the grant proposals and discuss the October Brown Bag Lunch Presentation.

4. Meeting notes

During a discussion of meeting minutes versus notes, it was agreed that the less formal meeting notes is sufficient and the preferred option. Meeting notes will include a brief summary of agenda discussion items and any action items.

submitted by Jennifer Moore