Academic Staff Council  
Tuesday October 25, 2016  
10:00 am  
140 KFA

## Members:

<table>
<thead>
<tr>
<th>Name</th>
<th>Chair</th>
<th>Provost</th>
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<tbody>
<tr>
<td>Kelly Browning</td>
<td>Kathleen Hunzer</td>
<td>McKenna Pfeiffer</td>
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<td>Michael Martin*</td>
<td>Jennifer Sell</td>
<td>Rhonda Petree</td>
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<tr>
<td>Karyn Wells</td>
<td>Patti Ford</td>
<td>Jennifer Elsesser</td>
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<td>Karl Peterson</td>
<td>Brenda Creighton</td>
<td>Conan Kmiecek</td>
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*Absent  
**Guests:** Michelle Drost, Robert Rust.

**Call to Order:** 10:02 a.m. by Kelly Browning

**Seating of Substitutes:** None.

**Approval of Minutes for September 20, 2016 meeting:** Approved by McKenna, seconded by Karyn. Unanimously approved.

**Chair’s Report – Kelly Browning**
- The Chancellor’s email message that was sent out yesterday had already covered much of what Kelly had intended on including in her report. Lori Otto’s name will be passed along as our nominee for the Board of Regents award. The deadline to submit the nomination is March 3, but Kelly would like to have it passed along in January.
- Letters will be going soon this week to instructional academic staff letters regarding one-time merit awarding. Kelly mentioned supervisors have been reaching out to her stating they were appreciative of the process established for the one-time merit process.
- If the council is looking for the Chancellor, Provost and Elizabeth to attend an upcoming meeting, they are open and interested. The council suggested discussing staff morale and answering questions they might have for us, as meeting topic ideas.

**Academic Staff Representative’s Report – Mike Martin**
- No report.

**Faculty Senate Liaison Report – Karl Peterson**
- Post tenure review policy is being looked at, if academic staff are interested in participating. The meeting is scheduled for next Wednesday at 3:30 p.m. in the UC.

**Old Business**
- **A - Chapter 6.2.** The council is looking at changes the terms, adding an elections committee, etc. There have been no changes made thus far and Kelly will provide more details in the coming months. The council discussed limited appointment representation and Brenda said she would reach out to other campuses to see how they operate.
- **B – Lunch and Learn.** The event is scheduled for Noon on Thursday, October 27 in the St. Croix Room in the University Center. Merit policy and reclassification process is the topic of event.
- **C – Board of Regents Awards.** The council nominates the Office of International Education for Excellence in Performance, for innovation and performance that has resulted in distinction.
• **D – Proposal for Academic Staff Council Appreciation Event.** The council will be putting in a written request for $500. The event would be the first week of school in 2017-18. Locations are being discussed.

**New Business**

• **A – Website.** The council is interesting in making the webpages more user-friendly. Conan volunteered to lead webpage revisions, with Jennifer Sell and Karyn offering to help as well with updates.

• **B – Ideas for boosting morale on campus.** The council is seeking ideas for improvement and is considering soliciting for questions submitted by staff, compiled by council, and having a discussion with the Chancellor, Interim Provost and Assistant Chancellor for Business and Finance. The council also discussed creating a working group.

**Meeting adjourned at 11:00 am.** Moved by Kathleen. Seconded by Patty. Unanimously approved.

**Next meeting is November 15, 2016 a 10 a.m. in 140 KFA**