Call to Order: 11:02 am by Kelly Browning

Seating of Substitutes: None

Approval of minutes for May 13, 2014 meeting. Moved by Muraski, seconded by Lanning. Unanimously approved.

Chair’s Report – written by Kelly Browning
- Has not met with chancellor recently.
- Leadership meeting report: Enrollment report from Kris Anderson
  - Total head count for UWRF is steady
  - Retention from freshman to sophomore went from 72% in 2013 to 75.4 in 2014.
  - Recruitment campaign, 1015 freshman in 2014-2015 and 1150 goal for next year.
  - Revamp tour, million dollar tour to improve experience with visit to campus.
  - Want to outsource with Twincities.com for digital marketing. (creating pop ups)
- Discussion on how to draw students to campus, and the role we all play.

Academic Staff Representative’s Report – Mike Martin
- No meeting has occurred since last we met.
- Muraski suggested doing virtual meetings as a way to limit constraints of travel and to allow for more interactions of entire group.

Update on Policies/Procedures of Grievances/Complaints:
- Molly, Mike, Mary-Alice, and Kelly met several times this summer on the topic.
- Referenced UW system state statute for guidance; and Compiled best of UW system policies.
- Working to restructure what can be called a grievance and developing a grievance process. The grievance process will detail, how to do it, a time-table structure, suggested contents, and suggested evidence.
- A Grievance is defined as an issue about working conditions not about a specific person (e.g. job duties don’t match job description)
- A Complaint is defined as a reaction to an employee policy that has been broken.
• (working idea) Proposing pulling together a positive action committee: a cross reference of academic staff to look at the grievance and make a recommendation based on breadth of experiences on committee.
• (proposed language) Freedom from reprisal would be included. Filing a grievance guarantees freedom from reprisal. (working idea) Also want to create a time-flow diagram to move grievance and complaint along in orderly/timely fashion.
• Browning announced another meeting for this process and Ford was interested in joining.

**Update on Performance Evaluations for Non-Instructional Staff and motion to approve changes to Chapter 6.6 Non-Instructional Academic Staff Performance Review**

• Over the summer group enhanced performance evaluations (Brenda, Mary-Alice, and Kelly).
• Went from calendar year to academic year- (proposed change).
• SMART goals based against your position description for evaluation purposes.
• Browning noted that working changes were now available for review by committee (see email attachment with last meeting agenda).
• Discussion occurred about what we are and are not evaluated on (per Ford/Maraski).
• Assessing relevancy of job description (Eberhardt’s point) must occur to legitimize using PD for SMART goals.
• Long discussion took place about using PD’s as part of evaluation; and not having evals used for punitive purposes but for growth purposes.
• Discussion of updating position descriptions. An updated PD should be included in process.

**Performance Evaluations for Instructional Staff:** Charged to create group to look at creating eval for this group that is more straightforward and meaningful.

**Academic Staff Council Welcome Back Gathering:** not discussed

**Follow up on motion to chancellor:** Faculty Senate Motion 40 was disapproved.
Terry Eberhardt’s draft response/resolution related to disapproval is still wanting response from Chancellor.

**Adjournment:** Lanning motion seconded by Eberhardt, all in favor.