

Chemistry Department
Academic Staff Committee Meeting
Chemistry 7108, 3:00 pm on June 12, 2017

Committee Members

Abruna-Rodriguez,Angel	m	Senior Faculty Assistant
Barta,Cheri	f	Undergraduate Research Coordinator
Bates,Desiree	f	Computational Chemistry Leader
Drier,Tracy	m	Master Glassblower
Driscoll, Kayla	f	Assistant to the Chair
Guzei,Ilia	m	Dir XRay Lab - CIC
Reitz,Tracey	f	Faculty Associate - CLC
Sanders,Matt	m	Executive Director
Schwartz,Michael	m	Director - Sustainable Nanotechnology Center
Shanks,Robert	m	Senior Instrument Technologist

Committee Charge

The charge of the committee is to coordinate award nominations AND serve as a forum for addressing other issues of concern to the respective constituencies. As Executive Director, Matt Sanders will be an ex officio member of the committee and will be liaison to the Finance Committee.

Agenda

1. Discussion of the committee charge. Ilia.
2. Chemistry Conversation Breakfasts. Ilia.
3. Staff lunches. Desiree.
4. Discussion of PARs.
5. ACS activities. Cheri, Ilia.
6. Other items

Minutes from the May meeting. Thanks, Tracy!

Academic Staff Committee (ASC)

Meeting Minutes

June 12, 2017

Attendees: Ilia Guzei (committee chair), Matt Sanders, Robert Shanks, Desiree Bates, Tracy Drier, Cheri Rossi

Ilia described the committee's activities since October 2016:

The AcStaff committee meets monthly. It has been active and since October 2016 has been involved in a number of activities including

1. Providing feedback regarding the faculty/staff climate task force recommendations
2. Facilitating L&S and UW System award nominations
3. Celebrating the award winners
4. Discussing AcStaff member raises and promotions
5. Participating in the March for Science
6. Participating in the ACS activities
7. Discussing funding sources available to the AcStaff members
8. Brown bag lunches
9. Chemistry Conversation breakfasts
10. Discussing the liquid nitrogen filling station remodeling
11. Discussing departmental matters.

Ilia met with incoming department chair, Judith Burstyn, to discuss the academic staff committee organization. The committee has been productive this year - the list is long. Judith will leave it up to the group as to how we organize, but would like to include the Assistant to the Chair, Kayla Driscoll, as a permanent member.

The size of the committee is 10 and it was felt that any more than that and scheduling becomes difficult. It was agreed that non-permanent members of the committee would rotate in/out every 3 years. Starting next year, every year - three (3) new members will rotate in as 3 leave. This will assure a degree of continuity over the years. Matt Sanders provided and updated list of eligible academic staff.

ASC meeting minutes will be sent out to department Academic Staff email list.

A reminder that the Chemistry Conversation breakfast will be this Thursday, June 15 from 8:30 – 9:30 (room 9341). The topic this month will be UW Business Travel Guidelines.

Judith Burstyn, the new department chair, will begin her 3 year tenure on July 1.

Regarding the monthly staff brown bag lunch. In July we will plan to walk over to Babcock Hall for ice cream.

With the upcoming state budget there is the possibility for raises. The prerequisite for this is that employees must have had a PAR review within the last year. It is important that you have this review. Matt Sanders will send a reminder to supervisors that this needs to be done. Ilia Guzei will send a reminder to Academic staff that they need to contact their supervisor if they have not had their review yet this year.

Cheri Barta gave an overview of the American Chemical Society (ACS) local chapter activities. This summer there will be a meeting at the dairy research or Babcock Hall to listen to a discussion on cheese or ice cream. It will conclude with a tasting. An email announcement will be sent out with details to everyone@chem. A reminder that annual dues for Affiliate Member of the ACS are \$2.00. Ilia Guzei is the ACS chapter treasurer and you can pay him.

Matt reported that less than 50% of the department members had submitted their PAR's and even fewer PARs had been reviewed by the supervisors. The committee made a recommendation to the committee chair to contact all departmental staff members to encourage them to finalize the 2016 PAR discussions with their supervisors.