

Chemistry Department

Academic Staff Committee Meeting

5108 Shain, 9:00 am on Thursday, February 8, 2018

Committee Members:

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	Director of the X-ray Lab - CIC
Reitz, Tracey	f	Faculty Associate - CLC
Sanders, Matt	m	Executive Director Director - Sustainable Nanotechnology Center
Schwartz, Michael	m	Center
Shanks, Robert	m	Senior Instrument Technologist - CIC
Tatarsky, Amy	f	Faculty Assistant

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. Internal departmental academic staff recognition award. Desiree, Ilia, Nick
2. DCF implementation. Matt
3. Reports from Academic Staff Chat. Bob, Kayla
4. Discussion of the L&S Academic Staff Awards. Ilia
5. Wellness & Development Program for the Department. Kayla
6. Academic Staff lunches. Desiree
7. Professional Development Grants. Ilia
8. Guests Char Horsfall and Bruce Goldade, representative of the university staff committee.
9. Other business.

Internal Academic Staff awards

There is interest in establishing an award for the Chemistry Department, but the availability of funds and the details of the award would need to be determined.

- What would be the criteria? Would it be an award for doing a good job? Research achievement? Service? Some combination? Could there be more than one award to address different categories?
- Should the award include University Staff and Academic Staff combined? Or should there be two separate awards?
- If the award is purely honorary, then it should be possible to get funds for a trophy to add names and/or plaques for the winners.
- If there is to be an honorarium in the form of cash, then L&S has to approve it or there needs to be a donor that designates the money for that purpose. Matt didn't think that L&S will approve allocating funds from the department to an award, since other departments don't have the resources to do something similar.
- If L&S did approve, how much should it be? Up to \$2000 was suggested, but less would be o.k., too. Then, the department finance committee would also have to approve.
- Cheri will also talk to Nick Jaeger(?) about possible donations or other funding mechanism.
- General discussion about criteria:
 - Cheri suggested no time limit for who is eligible (or maybe 1 year of employment).
 - It was suggested that people who won an L&S award the same year would not be eligible.
 - Nominations: Suggested that anyone in the department could nominate.
 - Evaluation: This was not clear, since it depends on the nature of the award and whether or not it includes Academic and University Staff together or separately. But, probably some representatives from both Academic and University Staff. [Side note: The designation between them will be eliminated within the next two years]
 - If not a combined award, maybe the way to do it would be to alternate years between Academic and University Staff.
 - Bruce: The criteria must be fair for all. There are many different types of job descriptions, but everyone needs to have a chance to win.

DCF Implementation

- DCFs 2 years in a row, possibility of another this coming year.
- This year, the priority was (1) those who didn't receive them last year, (2) and some combination of performance within your category and supervisor input.
- Gave plenty of opportunities for advisors to give input.

- Also needed to adjust for some discrepancies in pay within subgroups (e.g., if someone started after an increase for that position and therefore makes similar to someone who was already in the position?). There were other situations where adjustments were to make compensation fair.
- 4 promotions – Matt sent email about two: “I am pleased to be able to announce that our Assistant Lab Directors, Brian Esselman and Stephen Block, have been promoted from Assistant Faculty Associate to Associate Faculty Associate. This promotion recognizes their significant accomplishments and increase in responsibility in their teaching areas.”

Academic Staff Chat

- Bob Shanks and Kayla Driscoll attended.
- New career counselor for academic staff to offer advice on advancing and planning career, opportunities at university, etc. **Elizabeth Schrimpf**.
- Setting goals.
- Spring career fair – Union South, Tuesday, March 6. Includes workshops.

L&S Awards

- Deadline Feb. 23.
- 6 people nominated

Name	Supervisor	Award	Nominator
FRY,CHARLES G	Gellman	L&S The Judith Craig Distinguished Service Award	Matt Sanders
HAMERS,JEANNE S	Sanders	L&S Mid-career Award	Matt Sanders
LEE,AGNES SHIRLEY	Jacob	L&S Mid-career Award	Tony Jacob
MCGUIRE,PAUL B	Schmidt	L&S Mid-career Award	JR
ZHU,LINGCHAO	Fry	L&S Early Career Award	Heike Hofstetter
HILL,NICHOLAS J	Burke	L&S Mid-career Award	Steve Burke

Wellness and Development Program

- Kayla gave update.
- Has been approved at all levels (including final approval by Chair).
- Chemistry Conversations will continue as before, but is now part of the Wellness program.
- First workshop will be in March. Workshops will be free, taking advantage of campus resources.

Next Staff Lunch is on Monday, Feb 12.

Professional Development grants (have gotten several emails).

- March 16 deadline.
- Use for travel to conferences (preference if giving talk), seminars, workshops, to bring in a speaker, etc.
- NOT for basic job training or required activities.
- Up to \$1500 given (Department must approve and co-sponsor).

Char and Bruce joined us (they are on new University Staff committee).

- Wanted to discuss ways to work together.
- Interested in learning about what Academic Staff is doing.
- Talked about coordinating awards nominations as being the primary task of the University Staff committee so far.
- Also acting as forum for university staff (similar to academic staff committee).
- Families and Subfamilies for staff have been created, so job classifications are going to drastically change where everyone has to fit into a family. Formal job titles not yet released.