

University of Wisconsin-Milwaukee

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NIAS Subcommittee Meeting (Category A Subcommittee)

MINUTES

March 28, 2023, 11:00 a.m., Teams

Present: Kathy Amato, John Bowden, Christina DeSpears, Megan Duellman, Jennifer Herriges, Emily Kuhnen,
Beth Lobner, Catherine Loomis, Julie Reindl

Excused: Lynne Jones, Keith Kunkel

I. Call to Order

- a. The meeting was called to order at 11:02 AM.

II. Approval of minutes

- a. Minutes for January and February were approved.

II. Old Business

- a. Bylaws
Keith reformatted and submitted our updates. Discussion of ASC feedback: General comments regarding we be less restrictive with attendance -- we decided that we may soften/simplify the language, but we would keep language requiring participation. We decided to accept much of the other suggestions. Jennifer will update and will resubmit. [See page two for ASC feedback]
- b. New co-chair(s)
Megan put her name forward and was elected unanimously to serve as co-chair beginning July 1. **Lynne** will continue as co-chair with **Jennifer** stepping down. We thank Jennifer for her years of service as co-chair.
- c. Group Professional development awards
Julie began filing out the application and contacting people/places to get approximate costs. We will meet again at noon April 4 to organize further and assign point people for each event. Get feedback in to Julie on potential events by March 31.

III. New Business

- a. There was discussion about the TTC survey for academic staff.
- b. **Beth** mentioned the need for volunteers for housing move-out from May 8-21. We discussed sending out the sign-up sheet as a subcommittee via the Secretary of the University.

VII. Next Meeting

- a. April 4 (noon)
- b. May 23

VIII. Adjournment

- a. The meeting adjourned at 12:00 PM

ASC feedback to bylaw updates:

Good morning, Lynne and Jennifer-

The ASC conducted a review and discussion of the proposed NIAS bylaws and have a few recommendations for you.

General comments:

1. As a walk-on committee, we suggest that your bylaws be less restrictive with attendance. Although active participation and regular attendance are important to a functioning workgroup/committee, we feel that being too strict may artificially limit commitment. Rather than dictating a set number of absences, whether excused or not, perhaps provide a statement that membership is reviewed/renewed each fiscal year and that members are expected to be active on the subcommittee during that period; with an expectation of absence notification to the co-chairs in advance of meetings.
2. We suggest simplifying the bylaws by removing some of the content that is more procedural in nature (i.e., Section 4, second paragraph stating how roster and introductions will be handled). This type of content is not necessary in bylaws.

Specific suggestions:

Article II, Section 4. Absences – The policy is unclear. It reads as though if a member would miss more than two meetings without notifying the co-chairs, they are removed from the committee. What does it matter if the absences are excused or unexcused? How are you defining an excused absence? Could someone be excused from all six meetings and still be considered a member?

Article II, Section 4, Paragraph 2 The first two sentences are procedural and probably don't need to be in the bylaws. If these sentences are kept, "standing committee" should be changed to "subcommittee." Then the term hiatus is introduced. How are you defining hiatus? How does that relate to excused and unexcused absences?

Article III, Section 1 A. Paragraph about the Secretary's responsibilities – The Secretary takes minutes at the Subcommittee meetings and sends a draft of the completed minutes to entire committee. Minutes are posted in TEAMS and the committee is notified. Not sure the mechanisms for distribution need to be specified. Could just say secretary distributes the minutes to the entire committee.

At the end of the document NIAS BYLAWS appears in all caps – should that be deleted or was it intended as a footer (which then should appear on every page)?

Thanks for your continued efforts on this. We feel the document is very close to complete after these last adjustments.