2006-2007 Assembly

Academic Staff Assembly
Academic Staff Assembly Approved Minutes
November 15, 2006

Present: Mike Cohen (Chair), Sandi Scott-Duex (Vice), Amy Margulies, Nancy Farmer, Gail Fox, Michael Flanagan, Paula Mohan, Eric Roche, Wayne Youngquist, Denise Ehlen, Patti Mirsky (Program Associate, Secretary)

Excused Absent: George Clokey, Deb Bowen

1. Approval of Minutes: The meeting was brought to order by Chair Michael Cohen at 12:08 p.m. Minutes of the November 1, 2006 meeting were approved unanimously on a Flanagan/Roche motion.

2. UW System Criminal Background Check Policy: Handout of the latest draft of the UW Whitewater Employee Criminal Background Check Policy & Procedure – issues of concern:
   a. I-a: – Hiring – Statement has not been changed -- we discussed at prior ASA meeting, Cohen will ask about this. We discussed option to do background checks on certain student employment positions, i.e. lab workers, etc.
   b. I-b: Applicant Consent Form: Should give permission to do background check, not make them fill out form, we’ll lose good candidates who won’t want to be humiliated.
   c. II – c 2nd paragraph – “whether a substantial relationship exists”-- define term.
   d. III: First sentence: “may be utilized” wording is vague, should be spelled out. This could be used by other than prescribed by law – needs more clarification.
   e. III. “Required under Wisconsin’s Caregiver law” needs to be written better – include cases where they should be included.
   e. III. “credit checks” -- should be kept separate, not in the HR file.

   Handout of the latest draft of Job Application Supplement-- Conviction And/Or Pending Criminal Charges –of concern:
   a. Pg 2 question, “Have you ever been convicted of a felony, …Note: Failure to disclose a conviction for any crime …”. Clear consensus of the ASA is that this statement should be eliminated. It is unfair, as it includes any minor misdemeanor and/or ordinance violation, possibly excluding good candidates for failure to remember or include non-important minor violations.

   Additionally, concerns were raised about clarifying issues on confidentiality and what that word means, and the terms which would be used.

   Cohen will draft a statement and will present to Dr. Telfer before November 27th.

3. Academic Staff/Faculty Disciplinary Process Rules: Cohen will attend Academic Staff Representatives Council meeting on November 16, 2006, and will report back to us next meeting. Handout on rules provided to ASA. Discussion centered on comments about generally good changes made since last year addressing concerns which were raised at that time.

4. Academic Staff Committees and Liaisons
   a. Academic Staff Awards Committee/Duex – No Report
   b. Academic Staff Economic Issues Committee/Cohen – No Report
   c. Academic Staff Elections & Balloting/Bowen- No Report
   d. Academic Staff Government/Youngquist – Meeting this next Wednesday.
   e. Academic Staff Organization/Duex – Kathy Brady will take the 2 year position.
f. Academic Staff Professional Development/Ehlen – Meeting was held. They are going to review applications received electronically.

g. Academic Staff Instructional Promotions/Farmer- No report.

h. Academic Staff Review/Cohen – No Report

i. Academic Staff Title Appeals/Margulies – No report

j. Academic Staff Titling Committee/Youngquist – Meeting next Tuesday.

k. Academic Staff Rewards and Recognition Committee/Flanagan – December 8th is the deadline for the next round of nominations for the Non-Instructional Rewards & Recognition Program. Flanagan will coordinate with Mirsky to send information and nomination forms to staff & faculty.

5. **Affirmative Action/Equal Opportunity Committee representative:** Gail Fox volunteered to fill this position.

6. **Announcements:**

   a. Senior Vice President for Academic Affairs position is being filled at System by Parkside Provost Rebecca Martin, on an interim basis.
   b. Vacancy on ASA – one year term remains this year
   c. Flanagan & Ehlen announced that Tuesday is the Awards & Scholarship reception.
   d. Growth Agenda supported by RF & Superior
   e. Agenda for AS Reps Council on Thurs., Nov 16, 2006

7. **Future Agenda Items**

   a. Statement on Marriage Amendment vote/Mohan
   b. LAB
   c. Compensation Committee
   d. Regents Award for Excellence – our process

Adjourn on a Fox/Margulies motion. Meeting was adjourned at 1:18 pm

Respectfully submitted by Patti Mirsky, Program Associate/Secretary