1. Approval of 3 March 2010 and 17 March 2010 Minutes

2. Academic Staff Committee Reports
   a. Awards [Miolo]
   b. Economic Issues [Ehlen]
   c. Elections/Balloting [Clokey]
      1. Election of 2010-2011 Assembly Chair
   d. Government [Fragola]
   e. Organization [Miolo]
      1. Standardizing Timeline/Deadlines
   f. Professional Development [Ehlen]
   g. Instructional Promotions [Farmer]
   h. Review [Ogunsola]
   i. Title Appeals [Ehlen]
   j. Titling [Naff]
   k. Rewards and Recognition [Flanagan]

3. 2009-2010 Academic Staff Professional Development Seminars

4. Updates/Announcements
   a. Council of Academic Staff Representatives [Miolo/Ehlen]

5. Other Business
   a. Collective Bargaining [Clokey/Ehlen]
   b. Unit Clarification [Clokey/Ehlen]
   c. Retirement Resolutions [Ehlen]
   d. Performance Reviews [Ehlen]
   e. Governance Office Relocation [Ehlen]
   f. Support for Academic Staff [Ehlen]
   g. Academic Staff Job Security [Ehlen]
   h. Miscellaneous/Round Robin [Assembly Staff]

\*Italicized items include attachments for review/discussion.\*
Present: Freda Briscoe, George Clokey, Denise Ehlen [Chair], Nancy Farmer, Mike Flanagan, Patricia Fragola, Nadine Kriska, Giuliana Miolo [Vice Chair], Kyle Naff, Elizabeth Ogunsola, Kim Simes, Gene Toboyek, and Curt Weber

Guests: Mary Pinkerton, Jane Ferencz, Lois Smith, Thomas Rios, Greg Valde, Greg Cook, Pamela Clinkenbeard, and Chris Heinge

1. Baccalaureate Learning Outcomes and LEAP Initiative Presentation by Mary Pinkerton, Jane Ferencz, Lois Smith, Thomas Rios, Greg Valde, and Greg Cook: Pinkerton, Ferencz, Smith, Rios, Valde, and Cook reviewed highlights from the draft Report on Baccalaureate Learning Outcomes and LEAP Initiative. The Assembly unanimously voted (13 aye, 0 nay, 0 Abstain) to endorse the framework proposed for undergraduate education at the University of Wisconsin-Whitewater. The Assembly also encouraged the Team to continue to pursue an inclusive and holistic approach to liberal education by including the input from and involvement of the following constituencies: instructional and non-instructional academic staff, classified staff, and student government and/or organizations.

2. Approval of 24 February 2010 Minutes: Simes/Miolo moved to approve minutes. The Assembly discussed/reviewed minutes. Approved by unanimous vote.

3. Academic Staff Committee Reports
   a. Awards [Miolo]: Miolo reported that the Committee deliberated and made decisions. Miolo will send the recommendations to the Assembly for ratification. Miolo will also follow-up with David Delgado regarding the Regents award.
   b. Economic Issues [Ehlen]: Ehlen reported that the Committee and two Assembly members met on Thursday 25 February 2010 to review the draft of the Academic Staff Equity Adjustment Policy and Procedures. Lemmon and Ehlen will work on the edits and submit the draft to the Assembly for ratification.
   c. Elections/Balloting [Clokey]: Clokey reported that he will submit election materials to the Assembly for ratification within the next week.
   d. Government [Fragola]: No report
   e. Organization [Miolo]: No report
   f. Professional Development [Ehlen]: Ehlen reported that the Assembly ratified the Committee’s recommendations. The recommendations are being sent to the Provost for her review.
   g. Instructional Promotions [Farmer]: Farmer will submit the updated timeline to Assembly for ratification in the upcoming weeks.
   h. Review [Ogunsola]: No updates
   i. Title Appeals [Ehlen]: No updates
j. Titling [Naff]: Naff reported that the Committee met on Tuesday 2 March 2010 to review one titling request and the Committee will meet again on Thursday 4 March 2010 to review additional titling requests.

k. Rewards and Recognition [Flanagan]: No report

4. 2009-2010 Academic Staff Professional Development Seminars: Ehlen announced that the next seminar with Sara Kuhl and Melissa Di Motto will be on Tuesday 16 March 2010 at 12:00 pm in UC 262.

5. Updates/Announcements
   a. University Committees [Miolo/Ehlen]: Miolo reported that all open seats on the Committees have been filled.

6. Other Business
   a. Collective Bargaining/Unit Clarification [Fragola for Clokey/Ehlen]: Fragola reported that there were a total of six people in attendance for Clokey’s presentation on Thursday 25 February 2010. The Assembly discussed options to reach out to the campus community about collective bargaining and unit clarification.

   b. Performance Reviews [Ehlen]: Ehlen tabled this item in the interest of time.

   c. Miscellaneous/Round Robin [Assembly Staff]: Simes reported that the Campus Diversity Forum will be on Tuesday 4 May 2010. Flanagan reported that the campus will be hosting a Cinco de Mayo celebration on 4 May 2010.

Consensus to adjourn at 1:30 p.m.

Respectfully submitted,
Casey Lemmon, Governance Associate
PRESENT: Freda Briscoe, George Clokey, Denise Ehlen [Chair], Patricia Fragola, Nadine Kriska, Casey Lemmon [For Kyle Naff], Giuliana Miolo [Vice Chair], Elizabeth Ogunsola, Gene Toboyek, and Curt Weber

ABSENT: Nancy Farmer, Mike Flanagan, Kyle Naff, and Kim Simes

1. Approval of 3 March 2010 Minutes: Miolo/Toboyek moved to approve the minutes contingent upon the following modifications: Toboyek be added as “present” and Pamela Clinkenbeard and Chris Heinge be added as “guests.” Approved by unanimous vote.

2. Academic Staff Committee Reports
   a. Awards [Miolo]: Miolo announced that the Committee made recommendations regarding the award recipients for the non-instructional academic staff excellence award and instructional academic staff award. Miolo called for a vote to ratify the recommendations of the Committee: 3 Aye (Briscoe, Lemmon, and Toboyek), 0 Nay, and 3 Abstain (Clokey, Ehlen, and Fragola).
   b. Economic Issues [Ehlen]: Ehlen reported that Lemmon finished update to the Equity draft and she will review the draft and bring to the Assembly for ratification in the upcoming weeks.
   c. Elections/Balloting [Clokey]: Clokey discussed the upcoming elections. Clokey will send out an email to the Assembly informing them of who is up for re-election.
   d. Government [Fragola]: No report
   e. Organization [Miolo]: No report
   f. Professional Development [Ehlen]: Ehlen reported that there were no applications received in March and one application was received for April.
   g. Instructional Promotions [Farmer]: No updates
   h. Review [Ogunsola]: No updates
   i. Title Appeals [Ehlen]: No updates
   j. Titling [Ehlen for Naff]: Ehlen reported that she spoke to Aimee McCann and she will review titling requests on a case-by-case basis.
   k. Rewards and Recognition [Ehlen for Flanagan]: Ehlen reported that the Committee received one application. A date has not yet been determined to review the application.

3. 2009-2010 Academic Staff Professional Development Seminars: Ehlen reported that the next session will be on Wednesday 31 March 2010 at 12:00 pm in UC 262 with Elizabeth Ogunsola and Freda Briscoe.
4. Updates/Announcements

   a. University Committees [Miolo/Ehlen]: Miolo reported that all open seats on the Committees have been filled.

5. Other Business

   a. Collective Bargaining/Unit Clarification [Clokey/Ehlen]: Clokey and Fragola reviewed highlights of the collective bargaining/unit clarification document they drafted. Miolo/Weber moved to approve the draft contingent upon minor modifications recommended by the Assembly. Approved by unanimous vote.

   b. Retirement Resolution [Ehlen]: Ehlen deferred resolution until the next meeting.

   c. Performance Reviews [Ehlen]: Ehlen deferred reviews until the next meeting.

   d. Miscellaneous/Round Robin [Assembly Staff]: Miolo suggested the Assembly host an informational session for new and current academic staff in the beginning of the fall semester.

Consensus to adjourn at 1:30 p.m.

Respectfully submitted,
Casey Lemmon, Governance Associate
Attendees:
Jennifer Lee, UW-Eau Claire
Lisa DeLeeuw, UW-Green Bay
Ryan Bronkema, UW-La Crosse
Heather Daniels, UW-Madison
Lynn Freeman, UW-Oshkosh
Becky Mullane, UW-Sheboygan
Jerry Addie, UW-Stout
Donna Dahlvang, UW-Superior
Giuliana Miolo, UW-Whitewater
Tom Culviner, UW-Extension
Cindy Graham, UW System Administration
Dave Carlson, President, ASPRO
Rebecca Martin, Senior Vice President for Academic Affairs
Stephen Kolison, Associate Vice President for Academic & Faculty Programs
Al Crist, Associate Vice President, UWSA Human Resources & Workforce Diversity
Dave Giroux, Executive Director, UWSA Communications and External Relations

The Joint Session was held in the morning (11:00 a.m.) with the Faculty Representatives, Rebecca Martin, Stephen Kolison, David Giroux, and Al Crist.

The Joint session started with Human Resources Update by Al Crist.

- Competitive Workforce Commission
  - The Commission has met two times and will meet two more times. The next meeting is April 12 and the last meeting is May 17
  - Materials and minutes from the meeting were sent to members of each governance group
  - Draft recommendations will be discussed at the Compensation Advisory Committee meeting prior to the last Commission meeting (Compensation meeting on May 14.) The Fringe Benefits Advisory Committee will also review the draft recommendations prior to the final Commission meeting.
  - Academic Staff and Faculty Reps raised questions about peer institutions and how comparisons are made between institutions. Al Crist suggested the group send him recommendations, especially on how comparisons are made (by discipline, by jobs within discipline, or by the larger aggregate numbers).
• Unit Clarification
  o The legal staffs at UW System and WERC are talking with each other to establish a framework on the process. There is no change in UW System’s position which asks that the petitions be dismissed knowing that individuals can always get a review.
  o Four petitions have been filed
  o 400 positions are involved in the petitions
• WERC will also need to answer specific questions on union elections. Questions raised include: can elections be held when people with 9-month contracts are not on campus?

Joint session update – David Giroux.
• On March 17, the Joint Committee on Information Policy and Technology held a hearing on the status of UW System IT projects. Tom Anderes, Senior Vice President for Administration & Fiscal Affairs, testified on behalf of the UW System.
• The Senate Committee on Agriculture and Higher Education held a hearing on the appointment of Edmund Manydeeds and the reappointment of Mark J. Bradley to the UW System Board of Regents. Following the hearing, the committee unanimously approved both appointments in executive session.
• Wisconsin GI Bill is getting attention from a number of legislators. There is a concern by some vets that they are losing benefits as they need to exhaust federal benefits before tapping into Wisconsin benefits. UW System does not argue the benefits due, just who pays for them. Currently students at UW campuses are paying a significant share of GI benefits offered by the state (the state pays $5 million of the costs while student tuition pays $20 million. At this rate, if benefits were paid by the state, the tuition for all students would drop 3%).
• The collective bargaining bill that is proposed would duplicate federal and state laws currently in effect.
• Federal-level Student Financial Aid is tied to the federal reconciliation process. There is concern that it may go nowhere this year which would be a grave concern to those who receive federal financial aid.
• Other issues discussed included the Sexual Assault Report and the taxability of health insurance plans.

Joint Session update – Rebecca Martin
• Educational attainment (More Graduates for Wisconsin) – there will be a UW System goal announced at the April Board of Regents meeting. This will be discussed at the Administrative Staff meeting prior to the BOR meeting.
• UW System four year graduation topic which President Reilly brought up at a previous BOR meeting to encourage students to plan for a four year completion will be promoted through the HELP office as well as by academic advisors on campuses
• Stephen Kolison, Associate Vice President for Academic Affairs, is working on the textbook policy and will present that to the BOR soon
• At the April Board of Regents meeting (Education Committee):
  o Sexual Assault Report
  o Revised vision statement from UW-Eau Claire
  o Discussion of electronic textbooks – UW Oshkosh

Other updates:
  o Stephen Kolison talked about the e-Campus, noting it is not another UW campus – the degrees belong to the campus they come from. Guiding Principles will be forthcoming regarding the e-Campus plan
  o A reminder the Board meeting will be at UW-Fond du Lac in April

Minutes of the February 19 Academic Staff Reps meeting were approved with minor edits.

There was no meeting with Rebecca Martin and Stephen Kolison and the Academic Staff as the Academic Staff felt their questions were answered during the Joint Session.
The University of Wisconsin-Whitewater
Academic Staff Assembly
RECOGNIZES THE RETIREMENT OF
Kirby H. Bock

WHEREAS, Kirby Bock has faithfully served the University of Wisconsin-Whitewater for 30 years; and

WHEREAS, Kirby Bock oversaw the development of the Arts Media Center that entire time; and;

WHEREAS, Kirby Bock has a unique combination of knowledge of the visual arts and music; and

WHEREAS, Kirby Bock was responsible for rebuilding the University’s slide library after it had been destroyed in the Old Main fire, acquiring new collections, and shooting tens of thousands of high-quality slides; and

WHEREAS, Kirby Bock pioneered the conversion of slides and other media to digital form when the technology developed; and

WHEREAS, Kirby Bock also led the development of the University’s compact disk collection and maintained the part of that collection that is housed in the Center of the Arts; and

WHEREAS, Kirby Bock has creatively sought means to acquire additional recordings for the Arts Media Center; and

WHEREAS, Kirby Bock was instrumental in acquiring several generations of visual and audio technology for the Center of the Arts, including the first Music Department recording studio, the University’s first compact disk listening lab; the first Music Department computer lab, and state-of-the-art digital imaging and music technology; and

WHEREAS, Kirby Bock coordinated the cataloging of the Arts Media Center recording collection with the Andersen Library; and

WHEREAS, Kirby Bock successfully supervised hundreds of student employees; and

THEREFORE BE IT RESOLVED that the Academic Staff Assembly acknowledges Kirby Bock’s years of distinguished service with appreciation and gratitude; and

BE IT FURTHER RESOLVED that the Academic Staff Assembly recommends emeritus status for our honored colleague and extends to Kirby Bock our best wishes for a long, fulfilling, and well-deserved retirement.
The University of Wisconsin-Whitewater
Academic Staff Assembly
RECOGNIZES THE RETIREMENT OF
Leslie G. Meyer

WHEREAS, Leslie Meyer has faithfully served the University of Wisconsin-Whitewater for 7 years; and

WHEREAS, Leslie Meyer served as Associate Administrative Specialist and Administrative Specialist in the Office of the Associate Vice Chancellor for Academic Affairs, and

WHEREAS, Leslie Meyer earned the B.A. degree from Heidelberg College, Tiffin, Ohio, and

WHEREAS, Leslie Meyer oversaw the budgets of the Associate Vice Chancellor for Academic Affairs, Institutional Research, Lab Modernization, Undergraduate Research, Honors Program, and Student Technology Fee, and

WHEREAS, Leslie Meyer coordinated the annual Faculty/Staff Awards Reception by updating the website, providing committees with background information on the nominees, and planning the details for the Reception, and

WHEREAS, Leslie Meyer coordinated the Fall Faculty/Staff Orientation activities by making arrangements for the New Faculty Breakfast, the Opportunity Fair, the Department Chairs workshops, gathering information on other Orientation Week activities, and preparing the Orientation Week Calendar and uploading it to the website, and

WHEREAS, Leslie Meyer provided administrative support for the University Curriculum Committee (UCC), Audit & Review Committees, Lab Modernization Committee, Student Technology Fee Committee, Higher Learning Commission Criterion 3 Committee, and Search & Screen Committees for the Dean of Graduate Studies & Continuing Education, Director of Human Resources & Diversity, and Assistant Vice Chancellor for Academic Support Services, and

WHEREAS, Leslie Meyer served as a resource person in the updating of the Academic Affairs website, and as the UW-W liaison for the UW System Program Matrix and

WHEREAS, Leslie Meyer coordinated the hiring and work schedules of student workers in the Provost/Associate Vice Chancellor's office for five years, and

WHEREAS, Leslie Meyer served as a liaison between the Associate Vice Chancellor's office and the Registrar's office for questions related to the undergraduate curriculum, and
WHEREAS, Leslie Meyer oversaw the online syllabi process for the University, and

WHEREAS, Leslie Meyer served as a member of the Academic Standards Committee, Satisfactory Academic Progress Committee, and University Technology Committee, and

WHEREAS, Leslie Meyer was a recipient of the UW-W Women in Leadership Award from the Women's Issues Committee in 2009, and

WHEREAS, Leslie Meyer interacted in a cheerful and helpful manner when answering thousands of phone calls, e-mail messages, and other inquiries in her role as office manager in the Associate Vice Chancellor's office, making each person with whom she interacted feel important, special, and knowing that she would do all she could to solve a problem or find information, even if it meant extra work on her own part, and

WHEREAS, Leslie Meyer spent countless hours as bookkeeper, coordinator of bazaars, craft fairs, and other fund-raising endeavors, organizer of youth events, and other activities at the Community Church of Fontana in support of her husband's ministry, and

WHEREAS, Leslie Meyer demonstrated professional commitment, dedication and loyalty to the University of Wisconsin-Whitewater

THEREFORE BE IT RESOLVED that the Academic Staff Assembly acknowledges Leslie Meyer’s years of distinguished service with appreciation and gratitude; and

BE IT FURTHER RESOLVED that the Academic Staff Assembly recommends emeritus status for our honored colleague and extends to Leslie Meyer our best wishes for a long, fulfilling, and well-deserved retirement.
February 4, 2009

The Senate of Academic Staff respectfully submit the following ideas to Chancellor Wells in response to his request for our input on ways that Academic Staff can be supported and rewarded at the campus level.

1. Remove the 5% maximum limit on salary equity and title change adjustments, and allow requests for increases up to 10%.

2. Continue an audit of 10 Academic Staff pay ranges to check for minimum, maximum and mid-point averages for AS pay in each category both here and at other UW institutions.

3. Educate supervisors about work-time flexibility (e.g., telecommuting flex-time). Telecommuting and flex-time is already possible – on an individual basis, with approval from supervisors and HR. AS and their supervisors would benefit from learning about successful work-time flexibility practices.

4. Continue to work for 2-year contracts for Instructional Academic Staff and multi-year contracts for both IAS and Prof/Admin AS. If Rolling Horizon contracts are an option in the future, consider approving them for AS.

5. Support AS learning more about contract types and titles and Academic Staff career progression via workshops provided by Human Resources.

6. Create a foundation account similar to the one established by the Classified Staff that could be used specifically to award AS member funding for personal/professional development beyond what the current grant process currently funds.

7. Academic Staff Productivity Award, similar to the faculty’s Professorial Productivity Award (see the Handbook, Chapter 11, pp. 172-73).
Academic Staff Job Security: A Discussion-Action Sheet
February-March 2010

1. Context:
   Chancellor Martin and Provost DeLuca asked Stephen Lund and Steve Stern to work on initiatives to recognize academic staff quality and enhance morale, in dialogue with ASEC, the academic staff community, and our campus Strategic Framework.

   **Increased job security for academic staff is a high-priority area of this work.**

2. Data:
   A one-size-fits-all approach that leads to inaction because of concern about funding is counterproductive. It creates undue anxiety. It does not differentiate between academic staff positions whose funding and stability are very secure, and those that are less secure.

   Key facts, based on APO study of fiscal years 2000-2007, follow:

   **Most layoffs/nonrenewals (82%) occur in jobs financed by grants or gifts.**
   **State budget cuts since fiscal 2003 accounted for less than 5% of layoffs/nonrenewals.**
   **Layoffs/nonrenewals averaged 152 annually, a rate of 2.35% (average total AS = 6,468).**
   **Referral priority hires placed 17.3% of AS layoffs/nonrenewals into new positions. This is a minimum figure; the real number is probably higher and has recently increased.**
   **The net layoffs/nonrenewal rate, after subtraction of referral priority hires, was 1.95%.**

<table>
<thead>
<tr>
<th>Academic Staff Layoffs, Nonrenewals, and Mandated Cuts, Fiscal Years 2000-2007</th>
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<tbody>
<tr>
<td>By fund account (primary)</td>
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<tr>
<td>By job function</td>
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</table>

3. Some terms and distinctions to bear in mind (see other side for definitions):

   (a) non-renewal; (b) layoff; (c) referral priority hire;
   (d) multiple-year appointment; (e) rolling-horizon appointment; (f) indefinite appointment.

4. **Action items we are requesting from deans:**

   (a) Review the Provost’s memorandum to Deans/Directors, dated 26 January 2010, on increased job security for academic staff. The memo indicates the circumstances in which increased job security is appropriate.

   (b) Act on the memorandum by communicating with chairs and directors that increased job security, in appropriate circumstances, is a high priority for you as Dean.

   (c) Empower the Human Resources dean or director of your college/school to follow up and assist chairs, directors, and department administrators appropriately.

5. APO will continue to track data on academic staff job security, and will share updates with leadership and the academic staff community.
Some Short Definitions of Key Terms


I. In reference to employment interruption or termination:

(a) Non-renewal:
Employment termination because of loss of funding, budget/program decision, or unsatisfactory performance, with proper notice given to the employee before the end of the current appointment. See ASPP 3.01, 3.04,

(b) Layoff:
Employment termination because of unanticipated loss of funding or budget/program decision during the employee’s current appointment, or when proper notice of nonrenewal cannot be given. See ASPP 5.01.

(c) Referral priority hire:
Academic staff on notice of layoff, and non-renewed long-term academic staff (six years of service within the last seven years), are eligible for hire into other academic staff positions through referral priority, with a waiver of open recruitment. See ASPP 3.05, 5.09. Layoffs are eligible for referral priority hire up to three years from date of termination (ASPP 5.08), while long-term non-renewed staff are eligible for the duration of nonrenewal notice (ASPP 3.05).

II. In reference to non-terminal appointments that extend beyond one year:

(d) Multiple-year appointment:
This is a fixed-term renewable appointment in which the appointment period is longer than one year. Such appointments may be ended during the initial evaluation period, or for the reasons described under (a) and (b) above.

   Note: Fixed-term renewable appointments are the most common kind of appointment of academic staff.

(e) Rolling-horizon appointment:
This is a form of fixed-term appointment in which the term of the appointment period extends daily. The term may be a year or longer. For example, a two-year rolling horizon appointment automatically renews the two-year appointment term each day. It remains subject to the provisions summarized under (a) and (b) above.

(f) Indefinite appointment:
This is an academic staff position considered to have permanent status and an unlimited term. The rights associated with an indefinite appointment are limited to the operational area of the appointment. They are not transferable. It recognizes outstanding performance and importance of the position for the core mission of the unit. The employee may be dismissed for cause (see ASPP, 6) or laid off as described in (b) above. The non-renewal provision described under (a) above does not apply to these appointments.

Job Security Findings, 2007-08, AS Personnel Policies & Procedures Committee
(AS with 5 or more years of service and non-terminal appointments; n = 3193)

<table>
<thead>
<tr>
<th>Type</th>
<th>2007-08 (%)</th>
<th>2001-02 (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple-year or rolling-horizon</td>
<td>55.6%</td>
<td>59%</td>
</tr>
<tr>
<td>Indefinite appointments</td>
<td>5.3%</td>
<td>10%</td>
</tr>
<tr>
<td>1-yr. fixed-term renewable</td>
<td>39.1%</td>
<td>31%</td>
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