1. Approval of 7 April 2010 Minutes
2. Academic Staff Committee Reports
   a. Awards [Miolo]
   b. Economic Issues [Ehlen]
   c. Elections/Balloting [Clokey]
   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
5. Other Business
   a. Collective Bargaining [Clokey/Ehlen]
   b. Unit Clarification [Clokey/Ehlen]
   c. Retirement Resolutions [Ehlen]
   d. Performance Reviews [Ehlen]
   e. LGBT Taskforce Meeting [Ehlen]
   f. Miscellaneous/Round Robin [Assembly Staff]

*Italicized items include attachments for review/discussion.*
Academic Staff Assembly  
7 April 2010 Minutes
12:00 – 1:30 p.m. 
University Center 264

1. **Approval of 3 March 2010 and 17 March 2010 Minutes**: Miolo/Naff moved to approve the minutes. The Assembly discussed/reviewed minutes. Approved by unanimous vote.

2. **Academic Staff Committee Reports**
   a. Awards [Miolo]: No updates
   b. Economic Issues [Ehlen]: No updates
   c. Elections/Balloting [Clokey]: Ehlen/Simes moved to approve the revised elections timeline. Approved by unanimous vote. Clokey/Simes moved to approve the election of Miolo to Vice Chair and Ehlen to Chair of the Assembly. Approved by unanimous vote.
   d. Government [Fragola]: No report
   e. Organization [Miolo]: Miolo will begin to standardizing the timeline/deadlines and send to the Assembly for ratification.
   f. Professional Development [Ehlen]: Ehlen reported that three applications were received in April and the Committee will meet in the upcoming weeks to review the applications.
   g. Instructional Promotions [Farmer]: Farmer announced that the Chancellor approved all promotions. Additionally, Ehlen or Farmer will send out the revised timeline to the Assembly for ratification.
   h. Review [Ogunsola]: No updates
   i. Title Appeals [Ehlen]: No updates
   j. Titling [Naff]: Naff reported that two titling meetings will be held the week of 12 April 2010.
   k. Rewards and Recognition [Flanagan]: Flanagan reported that the Committee met on 31 March 2010 and recommended Nelia Olivencia for the award. Ehlen/Simes moved to approve the recommendation. Approved by unanimous vote.

3. **2009-2010 Academic Staff Professional Development Seminars**: Ehlen announced that next seminar session will be Wednesday 14 April 2010 at 12:00 pm in UC 262 with Dr. Christine Clements.

4. **Updates/Announcements**
   a. Council of Academic Staff Representatives [Miolo/Ehlen]: Miolo reviewed highlights from the meeting.
5. Other Business

a. Collective Bargaining/Unit Clarification [Clokey/Ehlen]: Ehlen deferred discussion until the next meeting.

b. Retirement Resolutions [Ehlen]: Simes/Naff move to approve the retirement resolutions of Kirby Bock and Leslie Meyer contingent upon one grammar modification in Leslie Meyer’s resolution.

c. Performance Reviews [Ehlen]: Ehlen briefly discussed the performance review process from the handbook. A more in depth discussion will be held at an upcoming meeting.

d. Governance Office Relocation [Ehlen]: Ehlen announced that Vice Chancellor Marnocha has plans for relocation of the Governance Office. More details will be provided in the upcoming weeks.

e. Support for Academic Staff [Ehlen]: Ehlen reviewed the document with the Assembly.

f. Academic Staff Job Security [Ehlen]: Ehlen reviewed the document with the Assembly.

Consensus to adjourn at 1:30 p.m.

Respectfully submitted,
Casey Lemmon
The University of Wisconsin-Whitewater
Academic Staff Assembly
RECOGNIZES THE RETIREMENT OF
Dr. Jeff C. Janz

WHEREAS, Dr. Jeff Janz has faithfully served the University of Wisconsin-Whitewater for 18 years; and

WHEREAS, Dr. Jeff Janz has served as interim Dean of Student Life from July 2008 until October 2009; and

WHEREAS, Dr. Jeff Janz has served as Executive Director of Residence Life from 1991 to 2008; and

WHEREAS, Dr. Jeff Janz has served as academic staff/adjunct instructor within the College of Business and Economics; and

WHEREAS, Dr. Jeff Janz has provided collaborative leadership for the university’s overall learning community initiative and the Visions Learning Community in particular; and

WHEREAS, Dr. Jeff Janz has provided leadership for the campus academic staff governance organization in his role as Chair, University Academic Staff Assembly; and

WHEREAS, Dr. Jeff Janz has served as adjunct faculty in Marquette University’s College Student Personnel Graduate Program in the Educational Policy and Leadership department; and

WHEREAS, Dr. Jeff Janz has been an inspiration to his colleagues as an administrator, advisor, and advocate of students; and

WHEREAS, Dr. Jeff Janz has served as a mentor, friend, advisor, and counselor of students for many years; and

WHEREAS, Dr. Jeff Janz has served as a valuable member of the University Strategic Planning/Budget Committee; and

WHEREAS, Dr. Jeff Janz has served the UW System and Board of Regents through numerous committee involvements and contributions; and

WHEREAS, Dr. Jeff Janz has served the Whitewater community through his involvement in the Whitewater Optimist Club, and the Whitewater Rotary; and
WHEREAS, Dr. Jeff Janz has contributed to the Janesville Leadership Development Academy as a Guest Lecturer numerous times; and

WHEREAS, Dr. Jeff Janz has contributed to numerous University settings in his roles as external consultant; and

WHEREAS, Dr. Jeff Janz received his B.S. in Psychology and M.Ed. in Counseling/Guidance from the University of Wisconsin - Platteville, his MBA from the University of Illinois at Chicago, and his Ph.D. from Marquette University; and

WHEREAS, Dr. Jeff Janz demonstrated professional commitment, dedication and loyalty to the University of Wisconsin-Whitewater.

THEREFORE BE IT RESOLVED that the Academic Staff Assembly acknowledges Dr. Jeff Janz'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 Dr. Jeff Janz our best wishes for a long, fulfilling, and well-deserved retirement.
WHEREAS, Barbara Sigler has faithfully served the University of Wisconsin-Whitewater for 27 years; and

WHEREAS, Barbara Sigler has served as a Fiscal Clerk III managing the UC Main Desk Operation from 1982 – 1988, and served as Coordinator for Information/Ticket Services from 1988 – 2007, and served as Coordinator for Information Services and Retail from 2007 – 2009.

WHEREAS, Barbara Sigler, in 1989, began developing the Information/Ticket Center Training Program.

WHEREAS, Barbara Sigler, from 1990 – 1997, served as a member, presenter and in many leadership roles for Box Office Management International (BOMI).

WHEREAS, Barbara Sigler provided on-site demonstrations and consulting related to the Prologue Ticketing System for many visitors and potential users.

WHEREAS, Barbara Sigler served for 18 years as an active advisor and supporter of the University Center Student Employee Program.

WHEREAS, Barbara Sigler, from 1991 – 2004, served as Chair for the Ticket User’s Group (TUG) at UW-Whitewater.

WHEREAS, Barbara Sigler, during her tenure, attended and presented at numerous conferences for the Association of College Unions International (ACUI) Region 8.

WHEREAS, Barbara Sigler, from 1994 - 2009, served as an active member of the UW-Whitewater Community Optimist Club, and in January 2005 traveled on a hurricane relief mission trip with the UW-Whitewater Student Optimist Club.

WHEREAS, Barbara Sigler, in 1994, received the Chancellor’s award for Outstanding Cooperation and Support of Persons with Disabilities.

WHEREAS, Barbara Sigler, from 1999 – 2004, served as an active member of Collegiate Information and Visitor Services Association (CIVSA).

WHEREAS, Barbara Sigler, from 1999 – 2009, served as an active member and presenter of International
WHEREAS, Barbara Sigler, in 2000, completed research and implemented the process to sell UW-Whitewater tickets on-line.

WHEREAS, Barbara Sigler, in 2003, assisted in developing the Wisconsin University Ticketing Association.

WHEREAS, Barbara Sigler, from 2005 – 2009, served as an active staff participant on the University Center Building Committee, including researching and implementing the new Willie’s HawkShop.

WHEREAS, Barbara Sigler served hundreds of volunteer hours with the American Red Cross and at the Fort Atkinson Memorial Hospital Emergency Room.

WHEREAS, Barbara Sigler demonstrated professional commitment, dedication and loyalty to the University of Wisconsin-Whitewater; and

THEREFORE BE IT RESOLVED that the Academic Staff Assembly acknowledges Barbara Sigler’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 Barbara Sigler our best wishes for a long, fulfilling, and well-deserved retirement.
WHEREAS, Dr. Evelyn Miller has faithfully served the University of Wisconsin-Whitewater for 10 years; and

WHEREAS, Dr. Evelyn Miller has served as Lecturer in the Department of Languages and Literatures since 2000; and

WHEREAS, Dr. Evelyn Miller has guided innumerable Freshmen into the adventures of literature and the dangers of writing, leading them between the Scylla of the argumentative essay and the Charybdis of research paper; and

WHEREAS, Dr. Evelyn Miller has enlightened multitudes of students about the mysteries of writing fiction, poetry, and drama; and

WHEREAS, Dr. Evelyn Miller's novel, *Eyes at the Window*, illuminated the life of the Amish in the nineteenth century in an elegant and delightful manner; and

WHEREAS, Dr. Evelyn Miller has worked tirelessly on the High School Creative Writing Festival Committee, which brings over 200 high school students to campus each semester, and has encouraged these budding young writers to develop their skills; and

WHEREAS, Dr. Evelyn Miller has often participated in the Works in Progress Café, sharing her nonpareil fiction with both students and colleagues; and

WHEREAS, the Department of Languages and Literatures wishes Dr. Evelyn Miller a retirement that is long and productive, especially productive since we await the publication of her next novel; and

WHEREAS, Dr. Evelyn Miller demonstrated professional commitment, dedication and loyalty to the University of Wisconsin-Whitewater; and

THEREFORE BE IT RESOLVED that the Academic Staff Assembly acknowledges Dr. Evelyn Miller’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 Dr. Evelyn Miller 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 web site, 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 web site, and

WHEREAS, Leslie Meyer provided administrative support for the University Curriculum Committee (UCC), Audit & Review Committees, Lab Modernization Committee, Student Tech 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 web site, 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.
4.01 Performance Review. A performance evaluation and review program is a desirable and necessary condition of employment for academic staff members. The performance review program shall be designed to assist employees in improving job performance, career development, and the work situation; and to assist supervisors in providing motivation and improved utilization of employees. The format and conduct of performance reviews shall be flexible and tailored to meet the goals of individual supervisors and employees.

An academic staff member on probationary appointment shall have an annual review conference with the dean, division head, department chairperson or other authorized official. A written evaluation based on the conference shall be given to the employee by the official within ten (10) working days after the conference, and the academic staff member shall have the right to respond in writing within ten (10) working days. Both documents shall be filed in the official personnel file of the academic staff member.

A non-teaching academic staff member on fixed term appointment shall have an annual review conference with the dean, division head or other authorized official. In the case of fixed term appointments for less than one year, the review conference shall precede the termination date specified in the letter of appointment by at least one month. A written evaluation based on the conference shall be given to the employee by the official within ten (10) working days after the conferences, and the academic staff member shall have the right to respond in writing within ten (10) working days. Both documents shall be filed in the official personnel file of the academic staff member.

Review of teaching academic staff will follow identical procedures at the departmental level to those currently utilized for probationary faculty. Thus, peer review and student evaluation shall be taken into consideration along with any other points of consideration such as public service and research productivity, where applicable. If the contractual terms specify otherwise, then criteria for evaluation shall be restricted to the provisions of the contractual terms. Following departmental reappointment committee review, as well as departmental chairperson review, recommendations on the academic staff member's performance shall be made known to the academic staff member in writing, and the performance recommendation shall be forwarded to the appropriate administrative office prior to March 1st in the first two years of appointment and prior to December 1st thereafter. The academic staff member shall have the right to respond in writing within ten (10) working days. Both documents shall be filed in the academic staff member's official personnel file.

An academic staff member on indefinite appointment shall have an annual review conference following procedures providing for written evaluation and the right to respond in writing, both documents to become part of the official personnel file of the academic staff member.
Hello Folks,

We had our LGBT Taskforce meeting today and discussed the following items:

- The PB Poorman PRIDE Resource Center Dedication is taking place this Saturday, April 17th at 9:30am in the Warhawk Involvement Center (please attached invitation and program)
- The Homecoming Court packet was shared with the committee and a request was made to add a box to the application that states transgendered with a comment to select all so we know which area they would be interviewing under – other suggestions or recommendations will be forth coming
- Discussed hosting an art exhibit in the Crossman Gallery in October (2010) that would coincide with some programming that the Young Auditorium has in place (but not yet released). We are looking at the following options: [http://www.familydiv.org/](http://www.familydiv.org/) and [www.paulbakerprindle.com](http://www.paulbakerprindle.com) if you would like to look over those pieces
- We tabled the transgender conversation to identify a 2 to 3 hour time frame between submission of grades and early June to connect and brainstorm how to be proactive on campus .... ALL (students and staff will be welcome -- I will email the date options once I receive some)
  - Suggestions that were brought to the table included:
    - Creating a brochure called “Trans Survival Guide” University of Cincinnati pulled this together (See attached)
    - UW-La Crosse has “gender neutral bathroom” signs and in the regular bathrooms there is notation about the gender neutral bathrooms location in that particular building and whom they are for
- The “Every Degree Counts” Campus Climate Survey Data will be shared with the Campus on Tuesday, May 4th in the Old Main Ballroom at 9am. ALL students, staff and faculty are welcome to come
  - Chancellor Telfer will have opening comments
  - Sue Rankin will discuss her findings
  - People will break into small groups to discuss reactions to data presented
  - Return to large group to review data collected
  - Each small group will have two members from the Diversity Network Team and a scribe
  - The program will end at 12:30pm Lunch is NOT included
  - Concern was expressed about the lack of information about this meeting out on campus
- There was no update from UW-System regarding transgendered athletes but they are looking at the Olympic standards and are trying to modify them to be college appropriate
- The Unified University Welcome Reception is planned for September 28th (Tuesday) no time was mentioned
- There was a suggestion from the group to have a “Meet and Greet” for the faculty and freshman students
We have been having low numbers at our Safe Zone Trainings and feel this is from the all campus email system being revoked. We are looking at options of a fan club on Facebook and using Twitter

Our next meeting will be May 12th at 1pm

If you have any questions about the above information please do not hesitate to ask.

Have a great day!

Chris

Cc: Kate

Christine Hollar, NCC
Leadership Advisor
262-472-1167
hollarc@uww.edu

"At the end of the game the knight and the pawn go back into the same box" Italian Saying