2011 - 2012
Academic Staff Assembly
9 November 2011 Minutes

12:00 – 1:45 p.m.
University Center 262

PRESENT: George Clokey, Denise Ehlen [Chair], Nancy Farmer, Mike Flanagan, Patty Fragola [Vice Chair], Nadine Kriska, Giuliana Miolo, Kyle Naff, Elizabeth Ogunsola, David Reinhart, and Kim Simes

ABSENT: Freda Briscoe and Curt Weber

1. Approval of 26 October 2011 Minutes: Simes/Naff moved to approve the minutes. The Assembly discussed/reviewed the minutes. Approved by unanimous vote.

2. Academic Staff Committee Reports
   a. Awards [Ehlen for Weber]: No report
   b. Economic Issues [Ehlen]: No report
   c. Elections/Balloting [Clokey]: No report
   d. Government [Kriska/Flanagan]: No report
   e. Organization [Fragola]: Fragola will be sending emails to fill University Committees as well as additional emails to fill certain Assembly Committees due to re-shifting.
   f. Professional Development [Ehlen]: Ehlen reported that one application has been received for the November round. The Committee will review the application in the upcoming weeks and the recommendation will be brought to the Assembly for ratification.
   g. Instructional Promotions [Farmer]: Farmer reported that a number of people have indicated interest and applications are due to the Assembly office the second week in December.
   h. Review [Ogunsola]: No updates
   i. Title Appeals [Ehlen]: No updates
   j. Titling [Naff]: No updates
   k. Rewards and Recognition [Simes]: Simes reported that the Committee received three nominations and recommended all three nominees receive a letter from the Chancellor and a one-time cash bonus of $250. Simes called for a vote. Clokey/Naff moved to approve the recommendations. Approved by unanimous vote.

Simes also raised some issues/concerns that were discussed when the Committee met. The Committee noticed that some applications followed the guidelines while others lacked some of the information that was needed. To help resolve this issue, Ehlen/Pellien will do compliance reviews and work with the nominators before the applications are sent to the Committee. The Committee would also like to explore ideas on how to get the program more recognized. Currently, the program is posted to the announcement board with distribution to all faculty and staff, a flyer is sent to all faculty and staff, and the deadline and program information are posted to the Assembly website.
Ehlen/Pellien will work on re-wording the announcement board, flyer, and website to make it more appealing as well as consider adding it as an Outlook deadline to all faculty and staff calendars.

3. Updates/Announcements

   a. Assembly Priorities [Ehlen]: Ehlen reviewed the rankings of the priorities and the Assembly agreed on the following four priorities:
      1. Reviewing the policies and procedures in the University Handbook. Weber is a member of a working group that is charged with this and will take the lead.
      2. Holding orientations/activities and networking events as well as exploring ideas on how to educate staff on campus initiatives. The FUN (Fostering Unity and Networking) Taskforce will be charged with these assignments.
      3. Drafting a letter to Faculty Senate, Whitewater Student Government, and Classified Connection indicating we would like to hold a joint meeting and discuss issues/topics that are pertinent to all of us. Ehlen/Pellien will draft the letters and bring to Assembly for review in the upcoming months.
      4. Developing a one page “Leading by Example Profile” that highlights the accomplishments of staff or the Assembly. Flanagan will take the lead in developing the first profile.

   b. University Handbook Working Group Updates [Ehlen for Weber]: No updates

4. Other Business

   a. UW System Personnel System Objectives and Resolution [Ehlen]: Kriska/Farmer moved to approve the resolution. The Assembly discussed/reviewed the resolution. Approved by unanimous vote.

   b. Retirement Resolution for Constance Wiersma [Ehlen]: Flanagan/Kriska moved to approve the resolution contingent upon adding in Wiersma’s Academic Excellence Award. The Assembly discussed/reviewed the resolution. Approved by unanimous vote.

Consensus to adjourn at 1:45 p.m.

Respectfully submitted,
Casey Pellien, Governance Associate