1. Discussion with Provost Kopper

2. Approval of 9 November 2011 Minutes

3. Academic Staff Committee Reports
   a. Awards [Weber]
   b. Economic Issues [Ehlen]
   c. Elections/Balloting [Clokey]
   d. Government [Kriska/Flanagan]
   e. Organization [Fragola]
   f. Professional Development [Ehlen]
   g. Instructional Promotions [Farmer]
   h. Review [Ogunsola]
   i. Title Appeals [Ehlen]
   j. Titling [Nafl]
   k. Rewards and Recognition [Simes]

4. Updates/Announcements
   a. Assembly Priorities [Ehlen]

5. Other Business
   a. AA/EEO/Diversity Committee Meeting Minutes [Ehlen]
   b. Campus Kudos [Assembly Staff]
   c. Miscellaneous/Round Robin [Assembly Staff]

*Italicized items include attachments for review/discussion.*
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
AA/EEO/Diversity Committee Meeting  
Thursday, October 20, 2011  
11:00-11:36 am - Hyer 335  
Minutes

Attendees: Freda Briscoe, Denise Ehren, Kari Heidenreich, Mary Beth Mackin, Elizabeth Ogunsola, Bill Simmons, Martha Stephenson (recorder), Trevon Tucker (representing Tiffany Tardy).

- AA/EEO/Diversity Committee – Academic Year 2011-2012 Members
  - Handout and introductions

- Minutes from April 7, 2011 (handout)
  - Discussion of whether or not we need to post our minutes to comply with open records.
    - It would be good practice. Also, would be good to post our meeting schedule.

- Function of the AA/EEO/Diversity Committee reviewed (handout)
  - The function of the committee has changed over time as many other campus entities have diversity functions as well. We are here for complaints, etc. See the handout for details.

- At the next meeting Judy Trampf from HR & D will be here.

- 2010-2011 Committee Priorities reviewed (handout)

- Chancellor’s Committee on Inclusive Excellence Updates.
  - UW-Diversity Website: http://www.uww.edu/diversity
    - If you have any ideas for the grant, let them know.

- Diversifying the faculty/staff updates
  - Updates on the HR website – Diverse Resources (handout).
  - Need to advertise for jobs in more diverse locations.
    - HR & D is looking into paying for some on institutional level.
  - Search & Screen Committee Meeting with chairs and members.
  - “Grow Our Own” Forum, November 30th, 2011.
    - Bringing new PHD and ABD to campus to introduce them to our institution.
    - HR & D is looking into using social media such as Linked In, Facebook and Twitter to maintain contact.
  - Attending a Conference for Minority Faculty/Staff Recruitment & Retention, November 6-8th, 2011 with representatives from each of the colleges and Director of HR & D.
• Please read article “College Diversity Nears Its Last Stand” (handout)

• Meetings – Academic year 2011-2012:
  Thursday October 20, 2011  11:00-12noon  Hyer 335
  Thursday November 10, 2011  11:00-12noon  Hyer 335
  Thursday December 8, 2011  11:00-12noon  Hyer 335
  Thursday February 9, 2011  11:00-12noon  Hyer 335
  Thursday March 8, 2011  11:00-12noon  Hyer 335
  Thursday April 12, 2011  11:00-12noon  Hyer 335

• Announcements
  o None.

Next meeting: November 10, 2011.

Adjourned 11:36 a.m.