
2017-2018 ACADEMIC STAFF ASSEMBLY
MINUTES
12:45PM - 1:30PM ON MAY 3, 2017, UC-264

PRESENT: Patricia Fragola, Carl Fox, Nadine Kriska, Huckleberry Rahr, Carmen Rivers, Terry Tumbarello, Valerie Vargas, JP Villavicencio, Curt Weber, Annie Weberpal, Abbie Windsor

EXCUSED: Sara Deschner, Michael Flanagan

GUESTS: Sheila Hayden, Becky Mueller

1) Urgent/Priority Business

- a) **Introduction of New Assembly Member:** Fragola introduced new Assembly member Carl Fox, Director of Research and Sponsored Programs.
- b) **Ratification of Election of Officers:** Officers were nominated and elected via email vote. Patricia Fragola's election as Chair, and Curt Weber's election as Vice-Chair were unanimously ratified on a motion from Rahr (Weberpal, second).
- c) **Selection of Committee Liaisons:** The following changes need to be made to the membership:

Awards: Weberpal will serve on the committee, and Bowen will be asked if she would like to continue serving on the committee. Rivers will step in for Bowen if she is unable to participate.

Economic Issues: Windsor will take the vacant spot. They can meet as a group if they want to follow up with Drucker and Deschner.

Elections and Balloting Committee: Vargas is willing to continue on the committee. Villavicencio will serve as chair. Drucker and Castrillo should be asked if they wish to continue on the committee.

Government Relations: Kriska will continue on the committee and Flanagan will be consulted as to whether he would like to continue. If necessary to balance the instructional and non-instructional members, Fox can serve in lieu of Flanagan. Correct Flanagan's email address.

Instructional Promotions: Rahr and Kriska will not be able to serve on the committee this year as they will be going up for promotion.

Professional Development: Kriska and Fragola will continue to serve. Elsen will be asked if she wishes to continue to serve on the committee. Correct Nolan's email address. Change Rivers' department to Curriculum and Instruction. Constantinescu and Lampe will be asked if they wish to continue on the committee.

Review Committee: This committee should be designated appointment as needed. Fragola will follow up with Tumbarello.

Rewards and Recognition: Tumbarello, Vargas, and Hayden agreed to continue serving on this committee.

Titling: Should have four ASA members. It is currently short one instructional staff member.

The committees need to be reviewed and updated annually.

- d) **Proposal of 2017 – 2018 Meeting Dates:** The ASA bylaws can be changed to strike the designated time. Flexibility in the time of the meeting would help accommodate instructional staff. Striking the designated

meeting time from the bylaws was unanimously approved on a motion from Fragola (Windsor, second). The new proposed time is 12:30 pm – 1:45 pm. Burton/Fragola will submit the request to the UC for room reservations for the proposed dates at the new time. Weberpal requested that one meeting be set aside to review/focus on the bylaws. There was some discussion regarding attendance; there is currently no maximum number of dates a person can miss, but there is language regarding excused absences.

2) **Chair's Report** - None

3) **Vice-Chair's Report** - None

4) **Academic Staff Committee Reports** – Already reviewed in the final meeting of the 2016-17 ASA at 12:00.

5) **Updates/Announcements/Other Business**

- The preferred name discussion will continue via email. The systems are being prioritized by iCIT to integrate the preferred names display. Villavicencio noted that the purpose of the policy is to be student-centered, but it doesn't discuss the student-related purpose until item #3. Item #6 – Desire to Learn will change. In Item #4, the word "preferred" should be removed. The implementation timeline needs to be included.
- Weberpal asked if ASA can sponsor an event for Welcome Back Week. Fragola recommended meeting at a bar or restaurant at the beginning of the semester and inviting new staff. Tumbarello noted that this would be a good function for the Outreach Committee. Weberpal will look at some times for the event and will follow up with the group.
- Windsor requested that Fragola discuss the hiring process with the Chancellor. Fragola will follow up with the new HR Director who will be charged with simplifying the hiring process.

The meeting adjourned at 1:39 pm on a motion from Weberpal (Villavicencio, second).

6) Academic Staff Committee Reports

- a) Awards: The Awards Ceremony was on April 26. Fragola noted that the format was changed on the fly, but all of our nominees showed up, and the new format should work well going forward.
- b) Economic Issues: No report
- c) Elections: Elections are complete, and the new Assembly member will be introduced at the 12:45 meeting.
- d) Government: No update.
- e) Instructional Academic Staff Promotions: The promotion recommendations are with the Provost's Office awaiting final approval.
- f) Outreach: No report.
- g) Professional development: Hayden reported 12 professional development applications were submitted. She wants the committee's recommendations by Friday, May 12 as the notification letters are supposed to be distributed by May 15. Fragola will meet with the committee on May 8. It was noted that a better review rubric is needed, as well as greater definition of the eligibility criteria, and next year's process will feature an electronic application. Fragola will follow up with ORSP about streamlining the process. Rivers asked about a reminder email to increase applications; the deadline will be added to the Assembly calendar.
- h) Review: No report.
- i) Rewards and Recognition: The nominations have been approved as noted above.
- j) Titling Committee: The Titling Committee met virtually and approved all of the titling requests. There were a couple of research title requests for two employees transferring from Madison.
- k) Title Appeals: No report.

7) Updates/Announcements/Other Business

The meeting was adjourned at 12:45 pm.