1. Chair Jeff Janz presided at the most recent meeting of the Academic Staff Assembly, beginning at 12:10 p.m., April 29, 1998 in room 206N of the University Center.

Members Present Absent
Phyllis Batra X (notified chair)
Deborah Bowen X
Karen Buckley X
Chunju Chen X (notified chair)
Steve Chene X
Larry Clem X
Michael Flanagan X
Janis Goder X (notified chair)
Jeff Janz, Chair X
Therese Kennedy, Vice Chair X
Sam-Karen Norgard X (notified chair)
Josh Ryan X (notified chair)

Jeanine Fassl was present as chair of the Promotions Committee and Rita Subrt was present as secretary for the Assembly.

2. Additions to the agenda:
   a. Memorial Committee recommendation
   b. Annual Academic Staff Leadership Conference

3. Approval of the minutes from April 15, 1998. The minutes from April 15, 1998 were approved unanimously on a motion/second by Buckley/Chene. Thanks to Michael Flanagan for taking the minutes in the absence of Rita Subrt.

4. Committee Reports:
   a. Strategic Planning and Budget Committee (Chen) Nothing to report.
   b. Chancellor's Cabinet (Janz) The Chancellor announced the names of the three finalists for the Provost position. They are Malek, Meyer, and Prior in alphabetical order. WSG indicated they were working in collaboration with the City of Whitewater to establish bus service to Milwaukee. Faculty Senate reported that Richard Schauer has resigned from the Senate and Salary committee.
   c. Quality Council (Janz) Met April 28. There was a decision to put a hold on the last two sessions of the TQM/CQI training.
   d. UW System Academic Staff Representatives (Janz) They reviewed the feedback from the survey. The committee meets again on May 12 to finalize the report. They will then forward information to the Chancellors and to the Board of Regents.

5. Elections Results (Bowen) Deborah Bowen reported that 310 ballots were sent out and 183 were returned. The results were that four instructional candidates were elected to the Academic Staff Assembly. Elected to two year terms were Karen Buckley, Lawrence Clem, Julia Yeater, and elected to a one year term was Sam Norgard. Three two-year non-instructional terms were filled by Michael Cohen, Kim Macur, and Kimberly Patten. The names of the write in candidates will be held to fill unanticipated vacancies and committee assignments. Thank you to the Elections committee for their work in completing the Spring Elections.

6. Call for Committee Membership (Kennedy) The members of the Assembly should consider the liaison assignments for next year. Therese hopes for complete committee membership before the end of the year.

7. Promotion Policy Revision (previously sent) (Fassl) The Promotions Committee revised the policy which was previously sent to the Assembly members. Chene/Buckley moved/seconded to consider the Policy. Discussion followed regarding the minimum composite score levels and committee membership. There were four changes to the proposal as it was submitted. In IIT1a, the “or” which was underlined should
have been italicized. At the end of IID1c, a parenthetical phrase, “(regardless of previous level)” was added. At the end of IID2, the statement “For applicants possessing a terminal degree, Item D1c takes precedence.” should be added. And, in IIIA regarding committee membership, at the end of the first sentence the phrase “and one ex officio member serving as tabulator from either instructional or non-instructional ranks” be added. The motion to accept the proposal as amended passed unanimously. The document will be updated and submitted to the Chancellor’s office to update the University Handbook. The document should also be put in the orientation packet for all newly hired academic staff.

8. Campus Academic Staff Survey (Clem) 310 copies of the survey were mailed out. As of April 24, 67 had been returned to Mary Jo DeMesa. The committee will meet again on May 4th.

9. Important Upcoming Events (Janz)
   a. Employee Recognition, Pin/Chair Party, April 29, 3 p.m.
   b. Faculty/Staff Recognition Dinner, May 8, 5:30 p.m.

10. Renaming of Economic Issues Committee (Janz) This committee deals with merit distribution. Tabled due to lack of quorum.

11. Retirement Resolutions (Janz) This item was taken out of order to approve before quorum was lost. The retirement resolutions for Carolyn Gorby and Lon Sherman were unanimously approved on a Chene/Kennedy motion/second.

12. Remaining Schedule for Academic Staff Assembly (Janz)
    The final meeting of the 97-98 Assembly will be May 13th.

13. Final Meeting (May 13th) Agenda Items:
    a. 98-99 assembly officer elections.
    b. 97-98 goal accomplishments.
    c. Committee Liaison reports.
    d. Committee membership update.
    e. Suggested 98-99 assembly goals.
    Quorum for both assembly is vital. Please be in attendance!


15. Annual Academic Staff Leadership Conference will be held July 22-24th in Green Bay. There are six slots available for academic staff to attend. Expenses are covered and transportation is provided. Contact Jeff if you would like further information.

16. Adjournment: The Assembly adjourned at 1:27 p.m. due to lack of quorum.

Respectfully submitted,

Rita Subrt, Secretary