Chair Jeff Janz presided at the December 10, 1997 meeting of the Academic Staff Assembly, beginning at 12:15 p.m., in room 206N of the University Center.

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

Harry Averkamp (Economic Issues Committee), Steve Karges (Legislative Liaison) and Jerry McDonald (Government Relations Committee Chair) also attended the meeting. Rita Subrt was also present as secretary for the Assembly.

Additions to the Agenda:

a. PeopleSoft

b. Final Exam Policy

Approval of Minutes from November 12, 1997: It was noted that Wanda notified Jeff of her absence prior to the 11-12-97 meeting. Buckley/Planagan moved and seconded the amended minutes. The minutes were approved unanimously.

Committee/Meeting Reports

a. Strategic Planning and Budget Committee: (Martin-Terry) SPBC was a brief meeting with a handout of specifications to study for PeopleSoft. Committee members were to come up with reactions and prepare for discussion.

b. Chancellor’s Cabinet: (Janz) The new WSG president was introduced and welcomed. Problems with the student elections regarding the popular vote and some election violations were discussed. Lynn Mucha delivered a presentation on Alcohol and Thursday night problems were discussed. A Chancellor’s committee may be established to review the campus alcohol policy. Coffee shops may be an alternative to the downtown bar scene. More communication is needed between organized groups in order to intervene in problem situations or deal with problem individuals. A major discussion at Faculty Senate was the PeopleSoft agreement. With regard to the bidding issue, there is a pre-existing state contract between PeopleSoft and UW-Madison so no bid was needed. WSG reported two items were recently passed: a shuttle bus to Milwaukee and a new library book renewal policy. The Faculty Evaluation policy, while recommended by the Chancellor, was not widely popular with many faculty and academic staff. The Budget development is in process. Regarding the Provost Search, applications from thirty candidates have been reviewed. It is hoped to have the new provost on board July 1, 1998.

c. Quality Council: (Janz) Campus wide training is being developed.

d. Promotions Committee: (Bowen) Will e-mail report to Janz for process of promotions committee.

e. Professional Development: (Chene) No final recommendations available at this time.

f. Job Security: (Clem) Larry distributed a pink handout. The committee will meet on November 21. Larry will report on that committee meeting at the January Assembly meeting.
g. Economic Issues: (Chen) Chen was absent. See Topic #5 for further information.

h. Instructional Academic Staff Merit Review: (Chene) Nothing to report.

i. End of Semester Reports from all: Forward to Janz.

5. Economic Issues Committee Salary Recommendations: (Averkamp) There was a recommendation to be consistent with last years with a few modifications. It is recommended that academic staff be separated from faculty for purposes of merit distribution. In addition, it is recommended that merit be distributed at the department level. Also, merit rankings would be issued every other year. There was a motion by Wanda Martin-Terry to approve the salary recommendation which was seconded by Larry Clem. The recommendation passed unanimously.

6. Government Relations Committee Charge and Direction: (Goder) Discussion with Steve Karges and Jerry McDonald regarding what’s happening in the Legislature, what the role of the Academic Staff Assembly is in relation to the Legislature, and what issues affect the Academic Staff. The charge of the committee needs to be reviewed to make it more relevant to the issues instead of being so broad and all encompassing.

7. Web Site Update: (Janz) We are in process of gathering documents to be displayed on the webpage. It should be up soon.


9. Violence in the Work Place Task Force: (Janz) Jan Goder is already on the committee and will also represent the Academic Staff Assembly.

10. Reward and Recognition Committee Call for Membership: (Martin-Terry) Nothing.

11. Spring 1998 Assembly Meeting Schedule: (Janz) The first meeting of the Spring Semester will be January 28, 1998. Tentatively, an Assembly meeting will be scheduled every other week following the January 28, with the exception of the week of Spring Break.

12. Future Agenda Items (all)
   a. PeopleSoft
   b. Final Exam Policy

13. Adjournment: The Academic Staff Assembly adjourned at 1:15 pm by unanimous consent.

Respectfully submitted,

Rita Subrt, Secretary