1. Chair Jeff Janz presided at the most recent meeting of the Academic Staff Assembly, beginning at 12:07 p.m., on January 28, 1998 in room 206N of the University Center.

Members Present Absent
Phyllis Batra X
Deborah Bowen X
Karen Buckley X
Chunju Chen X
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
Sam-Karen Norgard X

Rita Subrt was present as secretary for the Assembly.

2. Additions to the Agenda:
   a. Assembly vacancy - Rae Miller: Josh Ryan expressed an interest in the Assembly. The Assembly unanimously approved his filling the vacancy on a Flanagan/Chene motion.
   b. Office space & location: There is a proposal to allocate space in the lower level of the University Center for the Academic Staff Assembly, the Faculty Senate, and the WSG (student government). This would take place following the Financial Services/Cashiers office move to the renovated Hyer Hall.
   c. Salary equity

3. Approval of Minutes from previous meeting, December 10, 1997. The Assembly approved the December 10, 1997 minutes as distributed, motion/second by Chen/Buckley.

4. Committee Reports.
   a. Strategic Planning and Budget Committee. (Martin-Terry) Chen reported SPBC had met last Thursday (Jan 22). There was discussion regarding PeopleSoft and the possibility of a refund due to additional campuses coming on board. Enrollment projections were presented by Chen, including new freshmen and the retention rate. Future topics included the strategic plan for T&IR.
   b. Chancellor's Cabinet Report. (Janz) Cabinet was a short meeting. Topics of discussion included: a higher enrollment in comparison to last year at this time; Winterim enrollment exceeded 700 students; the new WSG president Ben Wehmeier was introduced. Salary plans were also discussed. Merit pool figures are due soon. Coming Events: April 25 - Founders' Day and dedication of the James R. Connor University Center; May 8 - Retirement Dinner; and May 16 - Commencement.
   c. Quality Council. (Janz) General Total Quality Training will be held in March. A series of three time slots will be available. There will be a total of five hours of training offered. This training is not required but you're invited to attend.
   d. Promotions Committee. (Bowen) Seven applications have been received. The committee is reviewing them and will meet again before the February 11 meeting. Will present recommendations at that meeting. There was discussion regarding terminal degree and no waiting period and the potential for misunderstanding because of the wording in the promotion policy. There is a need to better clarify the function of the committee.
   e. Professional Development. (Chene) The material has been distributed. Steve Chene hasn't hear any information from David Blankinship. He should have an update at the next meeting.
f. Job Security (Clem) See below for this topic.

g. Instructional Academic Staff Merit Review. (Chene)

h. Elections Committee. (Bowen) An additional committee member is needed. Interested people should contact Deb Bowen in Safety Studies. Deborah will also contact Wanda Martin-Terry to see if she has any names for committee membership.

5. Future Academic Staff Assembly Leadership (Janz) Those interested in Academic Staff Assembly leadership should be aware that there is 50% release time (% course load) or a $6,000 stipend available for 98-99. The Academic Staff Assembly which is elected in the Spring is the group that will elect the Chair/Vice Chair of the Assembly.

6. Economic Issues Committee Salary Clarification (Janz) There was discussion regarding the salary clarification of the Economic Issues Committee. Jeff will get clarification from the Chancellor regarding this topic.

7. Richard L. Bailey Career Resource Center Proposal (Janz) Jeff Janz presented a recommendation from the Memorial Committee to designate the resource center in Career Service as the Richard L. Bailey Career Resource Center. There was a motion by Buckley to accept the recommendation. It was seconded by Chene and Kennedy. The motion passed unanimously. Jeff indicated he would contact the Chancellor regarding the confirmation of the recommendation.

8. Web Site Update (Janz) The website is in the process of being edited. It should be available very soon.

9. Job Security Survey (Clem) The committee is meeting on February 2nd. They will discuss the survey and forward it to the Academic Staff.

10 Final Exam Policy (Janz) Tabled until the next meeting. There was a short discussion regarding the possibility of future changes in this policy.

11. Reward and Recognition Committee Call for Membership (Martin-Terry) Tabled as Martin-Terry was not present.

12. Spring 1998 Assembly Meeting Schedule (Janz) Jeff distributed a listing of the scheduled meetings for Spring semester. Changes to the schedule need to be considered carefully as we are required to post the schedule on the Open Meetings Web Site. The dates of the current semester are as follows:
   February 11 and 25
   March 11
   April 1, 15 and 29
   May 13

13 Future Agenda Items (All)
a. Office Space & Location
b. Salary Equity
c. Final Exam Policy
d. Reward and Recognition Committee Membership

14. Adjournment: The meeting was adjourned at 1:13 p.m. by unanimous consent.

Respectfully submitted,

Rita Subrt, Secretary