1. Chair Jeff Janz presided at the most recent meeting of the Academic Staff Assembly, beginning at 12:07 p.m., February 26, 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 (notified secretary)
Larry Clem X (notified chair)
Michael Flanagan X (notified chair)
Janis Goder X
Jeff Janz, Chair X
Therese Kennedy, Vice Chair X
Sam-Karen Norgard X (notified chair)
Josh Ryan X

Rita Subrt was present as secretary for the Assembly.

2. Additions to the agenda.

3. Approval of the minutes from February 25, 1998. The minutes from February 25, 1998 were approved unanimously on a motion/second by Buckley/Kennedy.

4. Committee Reports:
   a. Strategic Planning and Budget Committee (Chen) SPBC will meet next on March 12. PeopleSoft has been the main topic of discussion. The Standardization of computer hardware and software is now on the T&IR web page. These requirements will be updated every three months. The minimum requirements to run PeopleSoft are a Windows 95 environment, Microsoft Office (Word & Excel). If departments are not in compliance with standards, they will not be supported by T&IR. A refund will be coming for part of the PeopleSoft contract due to shared contracts with other UW System institutions.
   b. Chancellor’s Cabinet (Janz) Did not meet.
   c. Quality Council (Janz) Final touches on the training which will be held later today. The committee is also drafting a huge chart with the goals of the Quality Council. The subcommittees prepared the chart which indicates all the action steps and responsibilities of the strategies needed to achieve the goals.
   d. Professional Development (Chene) No report.
   e. Job Security (Clem) Larry completed the paperwork for the campus survey and filed it with David Blankinship’s office. (See #10)
   f. Elections (Bowen) The nomination form has been completed and was reviewed. The timeline for elections was set. The nomination forms will be sent out by March 16 and returned by April 6. Pamela Lipka will pick up the forms on April 7. Nominees will be contacted. Ballots will be sent out by April 13, and returned by 4/27. The ballots will be tallied on 4/28 and results presented to the Assembly. Newly elected Assembly members will need to be at the May 13 meeting in order to elect the officers for next fall.

5. TQM/CQI Training March 11 and 13, 2:00-4:30 pm, Esker, Room 120 (Janz) Hopefully there will be a good turn out for the training session this afternoon despite not being widely publicized earlier and the location is not as convenient as the University Center would be.

6. Academic Staff Assembly Office Space Plan (Janz) Jeff distributed copies of the proposed floor plan. The Assembly was in agreement that the plan looks good providing the conference room is enlarged and the clerical support office space is reduced. Computer upgrade and secretarial support are the two main issues to discuss with the plan.
7. Nominations for the University Insurance Association Board (Janz) None.

8. Employment of Retired Unclassified Personnel policy revision (Janz) There was a motion/second to consider the proposed revisions made by Buckley/Chen. There was discussion regarding including the possibility of an exception to the policy in the policy (referring to the line that indicates not to exceed 80% but then allows for exception). Also, there should be an allowance for non-instructional individuals as the credit hours would not apply. The wording should be changed to read “except upon written approval.” This wording was unanimously approved. Clarification is needed to determine if this policy applies to non-instructional unclassified staff.

9. Pay Equity/Pay Compensation (Buckley) There was discussion regarding salary equity problem. It may not have occurred to some administrators that there might be a problem in this area. The Assembly needs to draft a letter which addresses this issue. This will be a future agenda item.

10. UW System Instructional Academic Staff Survey (Janz) Jeff distributed copies of a System survey. This survey will be distributed to instructional academic staff on March 16 with a return date of March 20. The deadline for returns to System is March 24.

11. Future agenda items (all)
   a. Salary Equity issue
   b. Economic Issues Committee (Averkamp) Role and composition of committee. May need a new charge or title.
   c. The remaining meetings of the Assembly for this semester are:
      April 1, 15, and 29 and May 13.

12. Adjournment: The Assembly adjourned at 1:12 p.m. by unanimous agreement on a Kennedy/Goder motion/second.

Respectfully submitted,
Rita Subrt, Secretary