1. Chair Jeff Janz presided at the most recent meeting of the Academic Staff Assembly, beginning at 12:13 p.m., on October 1, 1997 in room 206N of the University Center.

Members Present Absent
Phyllis Batra X (notified chair)
Deborah Bowen X
Karen Buckley X (notified chair)
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, Vicechair X
Rae Miller X (notified chair)

Bambi Statz, Office System, was present and Rita Subrt was also present as secretary for the Assembly.

2. Additions to the Agenda:
   a. Employment of Retired Unclassified Personnel - The background on this topic dates back to an April 9, 1997 memo from Chancellor Greenhill to Hanson/Janz requesting endorsement of the proposed policy from the Faculty Senate and Academic Staff Assembly. Basically, the policy documents the formula which previously has been in use but never written down. Wanda Martin-Terry/Therese Kennedy moved/seconded acceptance of the policy. The motion passed unanimously.

3. Approval of Minutes from previous meeting, September 17, 1997. The Assembly unanimously approved the September 17, 1997 minutes as distributed, on a motion/second by Goder/Martin-Terry.

4. Committee Reports.
   a. Chancellor's Cabinet Report. (Janz) There was no Cabinet meeting.

   b. Strategic Planning and Budget Committee. (Martin-Terry) PeopleSoft was a major topic of discussion. The implementation schedule has be adjusted and the financial package is now schedule to come on line in July of 1999 along with the human resources package. There was discussion regarding PeopleSoft and how it relates to the budget and possibly incorporating a technology line into the budget. In addition, the minutes of SPBC are now available on an internet webpage.

   c. Jeff Janz reported that the next UW System Academic Staff meeting will be held on October 16, 1997.

5. Appointment of one interim (97-98) Instructional Academic Staff Assembly member (Janz) No names were presented for consideration. There is a need to fill an instructional vacancy for the remainder of the year.

6. Call for Committee Membership and Committee Liaison Selection -Update (Martin-Terry) Wanda distributed a list of the standing committees and their memberships and liaisons for the assembly members to use as a worksheet. The following is a breakdown of the current standings of the committees:

   Academic Staff Titling Committee: There was a motion (Martin-Terry) to change the composition of the committee to include two regular members, one instructional and one non-instructional, and three ex-officio members Interim Provost Larry Davis, Assistant Chancellor for Budget, Planning, & Analysis Randy Marnocha, and Jan Popelka, Acting Director of Personnel. Jan Goder seconded the motion and it passed unanimously. Gary Harms is currently on the committee and there is an instructional vacancy. Rae Miller, Communications, is the Assembly Liaison.

   Academic Staff Promotion Committee: This committee is made up of seven members, five instructional and two non-instructional. Currently, there are two instructional vacancies on the committee. Deb Bowen, Safety Studies, is the Assembly Liaison.

   Academic Staff Awards Committee: This committee has a membership of four individuals, two instructional and two non-instructional. There is one non-instructional vacancy, and Therese Kennedy is the Assembly Liaison.

   Academic Staff Organization Committee: This committee has a membership of the Vice Chair (Martin-Terry) of the Academic Staff Assembly, one
instructional and one non-instructional academic staff and Wanda Martin-Terry is the Assembly Liaison. There are no vacancies on this committee.

Academic Staff Title Appeals Committee: This committee has five members (no vacancies) and Wanda Martin-Terry is the Assembly Liaison.

Academic Staff Government Relations Committee: The membership of this committee is four. Two members are instructional and two are non-instructional. Jan Goder, Police Services, is the Assembly Liaison and there is one instructional vacancy on the committee.

Academic Staff Economic Issues Committee: This committee is made up of six members, three non-instructional and three instructional. There is one teaching vacancy and Chunju Chen is the Assembly Liaison.

Academic Staff Elections/Balloting Committee: The membership of this committee is three academic staff. Mike Flanagan agreed to fill the vacancy and Deborah Bowen is the Assembly Liaison.

Academic Staff Job Security Committee: There was a motion to amend the membership of this committee to be six, three instructional and three non-instructional. The motion was made by Larry Clem and seconded by Jan Goder. The motion passes unanimously. With the change in the composition of the committee, there is only one instructional vacancy and Larry Clem is the Assembly Liaison.

Academic Staff Professional Development Committee: The structure of this committee was amended at the April 30, 1997 meeting of the Academic Staff Assembly. The committee now consists of five members, at least two instructional and at least two non-instructional. There are currently no vacancies on the committee and Steve Chene is the Assembly Liaison.

Academic Staff Review Committee: Membership of this committee consists of six members, three instructional and three non-instructional. Currently, there is one instructional vacancy and Karen Buckley is the Assembly Liaison.

7. Assembly Orientation Update - Jeff Janz indicated that he would be in contact with System Legislative Liaison to develop a program for academic staff orientation and improving the communication between UW-W Academic Staff and Legislators.

8. Academic Staff Appointments to Sexual Assault Prevention Advisory Committee - In light of the fact that two Assembly members (Wanda Martin-Terry and Jan Goder) are already on the committee, it was felt that an additional member was not needed. They agreed to serve as the Assembly's representative.

9. Reward and Recognition Implementation - Jeff distributed a handout which was a compilation of the information Tom Fick presented to the Academic Staff Assembly last spring. There was a motion made and seconded by Kennedy/Flanagan to establish a standing committee for reward and recognition. Following discussion of the materials, the motion was tabled until the next meeting in order to have Tom Fick or other ad hoc committee members available to answer questions and to create a charge for the standing committee.

10. Future Agenda Items:
   a. Computer training

11. Meeting Adjournment: Martin-Terry/Kennedy moved seconded adjournment of the meeting which passe by unanimous agreement at 1:30 p.m.

   Respectfully submitted,
   Rita Subrt, Secretary