1. Chair Jeff Janz presided at the October 29, 1997 meeting of the Academic Staff Assembly, beginning at 12:09 p.m., in room 206N of the University Center.

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<th>Members</th>
<th>Present</th>
<th>Absent</th>
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<tr>
<td>Phyllis Batra</td>
<td>X</td>
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<tr>
<td>Deborah Bowen</td>
<td>X</td>
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<td>Karen Buckley</td>
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<td>Chunju Chen</td>
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<td>Steve Chene</td>
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<td>Larry Clem</td>
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<td>Michael Planagan</td>
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<td>Janis Goder</td>
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<td>X (notified chair)</td>
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<td>Jeff Janz, Chair</td>
<td>X</td>
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<tr>
<td>Therese Kennedy</td>
<td>X</td>
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<td>Wanda Martin-Terry, Vicechair</td>
<td>X</td>
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<tr>
<td>Rae Miller</td>
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<td>X (notified chair)</td>
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Jennifer Quade and Spring Strand were present as secretaries for the Assembly. Richard Telfer (Acting Associate Vice-Chancellor) was also present.

2. Additions to the Agenda:
   a. Timeline for Academic Staff personnel review
   b. Reports: Government Relations, Job Security, Economic Issues
   c. Website Update/Inclusion in Reporter

3. Approval of Minutes from previous meeting, October 15, 1997. The Assembly approved the October 15, 1997 minutes as distributed, motion/second by Buckley/Chene.

4. Committee Reports.
   a. Strategic Planning and Budget Committee. (Telfer)
      Reviewed criteria proposed for evaluation of Academic and Non-instructional programs. SPBC has approved criteria.
   b. Chancellor's Cabinet Report. (Janz)
      October 28, 1997 was Government Day. Student Regent Grant Staszak sat in on meeting, some members of Academic Staff met with Student Regent and talked about salary issues and Instructional Academic Staff inequities. Had discussion on each of the two budget cycles. The 1997-98 budget will come to a close on November 2, 1997. CICS budget screens are up for the next budget period.
   c. Quality Council (Janz) Canceled
   d. Promotions Committee (Bowen) (2 handouts)
      Met on October 28, 1997. Jeanine Fassl is willing to serve as chair, but will contact absent members for their input. The committee is concerned about people serving on the committee that are not eligible for promotions. Janz advised that the assembly passed the current committee composition last spring, but that it could be reviewed again in the future. Larry Clem filled the last vacant Academic Staff position on the committee. Revisions were made on the timeline for promotions which is covered in the handout. The committee is working to get it online so that people can just download the form.
   e. Professional Development. (Chene)
      Trying to get everyone together. Need a common time to meet. Academic Staff Assembly asked for a timeline at the next meeting.
   f. Instructional Academic Staff Merit Review (Chene) Nothing to report.
   g. UW System Academic Staff Representatives Meeting (Janz)
      The first meeting of the academic year was held at the Brittingham House on October 16. Several issues were presented as orientation for the representatives including an update of the system instructional academic staff review, and the approval of two system/board non-academic staff awards to be presented annually.
   h. Others
      Economic Issue Committee (Chen)
      The economic issue committee needs guidelines from Janz on the economic committee's responsibilities and tasks. Janz and the chair will schedule a meeting with the Chancellor. Harry Averkamp is interested as serving as chair of the committee. The committee's next scheduled meeting is November 5, 1997.

Government Relations (Janz)
Margaret Lewis, Acting Vice President and legislative liaison for the UW System, met with Jan Goder, Jerry MacDonald and Jeff Janz on campus on October 28, 1997. She discussed how we could increase the ease and efficiency of contacting legislators and helping our constituents to do so as well. Janz proposed a question: What charge do we have as the Academic Staff Assembly for the Government Relations Committee?

Academic Staff Review (Buckley)
Discussion in regard to the grievance which occurred last summer. There was a problem with the wording of a policy document. The committee revised the statement, they took out the four year or more and changed it so that any employee who is not renewed will receive a reason. This recommendation will be compared to UW System policy and forwarded to the Chancellor for approval. Jim Sisak agreed to be chair.

The committee discussed a summer committee in case incidents like this past summer's grievance should arise again. It was decided that if the committee is needed then they will be contacted and meet.

Job Security (Clem)
The committee met on October 27, 1997. Three members out of six attended. The committee wants to create a small survey which will ask Academic Staff for key issues they are concerned about. The committee did not elect a chair.

Timing of Academic Staff Review (Tefler) (Handout: Draft Memo)
Instructions were sent to the Dean's. All Instructional Academic Staff should have an annual face-to-face evaluation.

Website (Janz)
The Academic Staff website should be online in the next couple of weeks. It will have a similar format to the Faculty website.

5. Appointment of interim (97-98) Instructional Academic Staff Assembly member (Janz)
Sam-Karen Norgord is interested in filling the last vacant Academic Staff Assembly position. A motion was called to accept her into the assembly (Kennedy/Bowen). The motion was passed unanimously.

6. Call for Committee Membership - Update (Martin-Terry)
Skipped due to absence of Marin-Terry.

7. Assembly Orientation Update (Janz)
Discussed Government Relations and People Soft.

8. Distinguished Prefix Changes (Janz) (Handout)
The distinguished prefix would add one more level above senior lecturer in category B. The University of Wisconsin-Whitewater uses primarily lecturer, but there are a lot more categories. UW-Madison wants to add the distinguished prefix to several titles. Janz thinks that if it is added than it should be available to everyone. Buckley asked if the addition is necessary due to the fact that she believes at that point they should just become faculty.

9. Reward/Recognition Committee Charge and Composition (Janz) (Handout)
At the last assembly meeting, the creation of a new standing committee was approved. The following charge for an Academic Staff Reward and Recognition Committee was moved/seconded by Bowen/Buckley:

FUNCTION - This committee structures and administers the Reward and Recognition program for non-instructional academic staff. The committee develops reward criteria, prepares training and promotion of the program for academic staff and supervisors, receives and reviews applications and proposals for reward/recognition. Its rankings and recommendations are forwarded to the Academic Staff Assembly, which then forwards the final recommendations for reward and recognition to the Chancellor.

MEMBERSHIP - Membership consists of six people with academic staff status. No less than three must be non-instructional. Persons are appointed to serve on the committee by the Academic Staff Assembly from a list of volunteers. Members are eligible for reappointment to the committee. A person serving on the committee is ineligible to apply for a reward or recognition.

TERM - Members serve for a two year period. Terms are staggered so that no more than three members end in the same year. Term expires June 30.

Motion passed unanimously.

10. Computer Training (Flanagan) Deferred due to Flanagan's absence

11. Future Agenda Items (all)
a. Government Relations
b. Academic Staff Representatives

12. Meeting adjourned at 1:14 p.m. by unanimous consent.

Respectfully submitted,
Spring Strand, Substitute Secretary