1. Chair Jeff Janz presided at the first meeting of the 97-98 Academic Staff Assembly, beginning at 12:11 p.m., September 3, 1997 in room 206N of the University Center.

<table>
<thead>
<tr>
<th>Members</th>
<th>Present</th>
<th>Absent</th>
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</thead>
<tbody>
<tr>
<td>Phyllis Batra</td>
<td>X</td>
<td></td>
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<tr>
<td>Deborah Bowen</td>
<td>X</td>
<td></td>
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<tr>
<td>Karen Buckley</td>
<td>X</td>
<td></td>
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<tr>
<td>Chunju Chen</td>
<td>X</td>
<td></td>
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<tr>
<td>Steve Chene</td>
<td>X</td>
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<tr>
<td>Michael Flanagan</td>
<td>X</td>
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<tr>
<td>Janis Goder</td>
<td>X</td>
<td>(notified Chair)</td>
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<tr>
<td>Jeff Janz, Chair</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Therese Kennedy</td>
<td>X</td>
<td></td>
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<tr>
<td>Wanda Martin-Terry</td>
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Rita Subrt was present as secretary for the Assembly.

2. Additions to the Agenda:
   a. Sexual Assault Prevention Advisory Committee
   b. University Center Board
   c. Academic Staff Titling Committee composition

3. Approval of Minutes from previous meetings, (April 30 & May 14). The Assembly approved the April 30, 1997 minutes as distributed, motion/second by Kennedy/Martin-Terry. Wanda Martin-Terry asked that the minutes of May 14, 1997 be amended to indicate that she had notified the Chair of her absence at that meeting.

   The Assembly approved the May 14, 1997 minutes as distributed at the meeting, as amended, with a motion/second by Chene/Buckley. Both motions passed unanimously.

4. Search and appointment of two interim (97-98) Instructional Academic Staff members to fill two current vacancies. Jeff Janz indicated that he had been in contact with several individuals regarding the vacancies. Of the people contacted two declined and one is still thinking about it.

5. Academic Staff Assembly Officer Election Results - Because no quorum existed at the last meeting of the spring semester, the election of the officers for the 97-98 Academic year was held via e-mail and telephone. Nominations were called or e-mailed to Rita Subrt by May 20, 1997. She then contacted the nominated parties to see if they were willing to run for office. The members of the 97-98 were notified of the candidates and were to contact Rita Subrt by May 23, 1997 to indicate their choice. The ballot was Jeff Janz for Chair and Wanda Martin-Terry for Vice-Chair. The candidates were elected by a majority of the Assembly. Not all the assembly members could be contacted.

6. Semester Assembly Meeting Schedule - Jeff Janz proposed the following schedule for the Assembly: 9/3, 9/17, 10/1, 10/15, 10/29, 11/12, and 12/10. Wanda Martin-Terry made a motion to accept this schedule and Rae Miller seconded it. The motion passed unanimously.

7. Assembly Orientation Plans - Jeff Janz distributed a packet of information which included:
   - An Academic Staff Assembly Data Sheet
   - Academic Staff Survey Summary Highlights
   - A Tom Fick memo regarding Reward/Recognition
   - Sexual Assault Prevention Advisory Committee memo
   - University Center Board memo
   - A copy of the 9/3/97 Academic Staff Assembly agenda
   - A list of the 97/98 Academic Staff Assembly members
   - A draft of the Proposed Academic Staff Assembly Goals
   - A list of former committee liaisons
   - A Chancellor Greenhill memo regarding reassigned time
   - A Randy Marnocha memo regarding Titling Committee
   - The constitution of the Academic Staff Assembly

Jeff also asked the Assembly if there was interest in having John Tallman from System Legal...
Council make a presentation regarding the statutory authority given to the Assembly and shared governance. Discussion followed and since there are no new developments and only two new assembly member since his last presentation, it was decided to look at the assembly's role with legislators instead.

8. 97-98 Assembly Goals - The draft of proposed goals for the 97-98 Academic Staff Assembly from the packet was discussed. Many of the goals are repeats from last year's goals, some of which are ongoing and some not completed. Miller/Buckley moved/seconded to approve the goals as indicated. The motion passed unanimously.

9. Call for Committee Membership - Wanda Martin-Terry distributed a call for interest in standing committees. She indicated current members are not being replaced or reassigned, but if there is interest in a particular committee this should be indicated. This will facilitate filling of future committee vacancies. In addition, participating on other committees broaden your knowledge of the Assembly. Please return completed memo to Wanda.

10. Selection of Assembly Liaisons to Committees - Wanda also distributed a sheet for 97-98 Committee Liaisons. Again, if you were a liaison last year, indicate your intent to remain or change. If you weren't a liaison, but have an interest please indicate that also. Return to Wanda as soon as possible.

11. UW System Academic Staff Summer Leadership Conference Report - Rae Miller coordinated the trip to Superior. She indicated it was another good conference with a variety of interesting topics. Phyllis Batra reported that is was a learning experience. Chen related that the panel discussion on the Future of Higher Education was good. Next year's leadership conference will be at UW-Green Bay.

12. Academic Staff Assembly Web Site - Jeff Janz informed the Assembly that he will be in contact with Lorna Wong regarding the content of the fixed and variable data. The web page will run parallel to the web until the page is finalized.

13. Reward/Recognition Implementation - This item should be added to a future agenda. Read over the memo from Tom Fick (in the packet) and be ready to review in two weeks.

14. Future Agenda Items (all) - Representation is needed on the following committees. These will be on the agenda on September 17, 1997.
   a. Sexual Assault Prevention Advisory Committee
   b. University Center Board
   c. Titling Committee

15. Meeting adjourned at 1:15 p.m. by unanimous agreement.

Respectfully submitted,
Rita Subrt, Secretary