Chair Therese Kennedy called the January 27, 1999 meeting of the Academic Staff Assembly to order at 12:00 noon in room 206N of the James R. Connor University Center.

Present

Phyllis Batra
Deborah Bowen
Karen Buckley (Vice Chair)
Steve Chene
Larry Clem
Mike Cohen
Mike Flanagan
Therese Kennedy (Chair)
Kim Macur
Pat Miller
Kimberly Patten
Julia Yeater
Lou Zahn

Absent

Jeanine Fassl was present as chair of the Instructional Academic Staff Promotions Committee and Rita Subrt was also present as secretary.

1. Approval of the Minutes: The minutes of January 13, 1999 meeting were approved unanimously on a Zahn/Miller motion/second.

2. By-Laws Revision: Therese Kennedy asked if there were any additional questions or concerns regarding the By-Laws which were passed at the December 2 meeting and copies distributed at the December 16 meeting. None were raised.

3. Instructional Promotion Committee Recommendations (Fassl)
   Jeanine Fassl distributed copies of tally sheets and a memo of recommendation from the Instructional Promotion Committee. She explained the process used to determine the scores on the tally sheets. There was discussion regarding the process and how the numbers are determined, and the levels of promotion available to academic staff. After clarification on several points, a motion to forward the recommendations of the committee was made/seconded by Bowen/Cohen. The motion passed unanimously. Fassl then gave Kennedy the list of names to be forwarded to the Provost.

4. Academic Staff Committee Reports:
   a. Awards Committee (Zahn) No report.
   b. Economic Issues (Kennedy) Therese Kennedy indicated that the letters regarding the Instructional Academic Staff Salary Plan are set to go out. It has been a three year process to get to this point, and it is very gratifying to finally send out the letters.
   c. Elections (Bowen) Bowen distributed a tentative time-line for the election process this spring. Since Deborah will be “up for election,” she will step down as chair of the Elections Committee. Pamela Lipka has agreed to be Interim Chair. Bowen called for volunteers to help out with the process. Larry Clem volunteered to help out, but will not be added permanently to the Elections committee.
   d. Government Relations (Cohen) Mike Cohen indicated that the committee met on Wednesday (1/20). Only two of the committee members met with Steve Karges, legislative liaison. The committee will meet again in February.
   e. Job Security (Clem) Larry Clem reported that the committee is in the process of folding, stapling, and labeling the survey results for distribution. He also prepared a cover letter to accompany the results. When Larry has distributed the mailing, Therese will present the findings to the Chancellor’s Cabinet.
   f. Organization (Buckley) Karen had nothing to present. Therese indicated committees should pay attention to the term limits set in the By-Laws for the committees. The liaisons for the committees should prepare a list of the committee memberships, whether the individuals are instructional or non-instructional, and how long
the individuals have served on the committee.

**g. Professional Development (Chene)** Steve indicated he will be setting up a mailing to distribute information with regard to AS Professional Development. Apparently the timeline was not advertised widely enough, so a mailing is the best way to reach everyone concerned. Lou Zahn indicated she had checked with Richard Lee, who oversees the activity of the Research and Sponsored Programs office. Dr. Lee said it was not their intent to cut the Academic Staff Assembly out of the selection or recommendation process for the Professional Development grants. In the future, the names will be forwarded to the Academic Staff Assembly for its recommendation.

**h. Instructional Promotion (Yeater)** See #3.

**i. Review (Buckley)** No reviews.

**j. Title Appeals (Flanagan)** The committee met on Wednesday 1/20/99. The committee consists of Jim Stewart, Kimberly Patten, Chunju Chen, and Mike Flanagan. Only two committee members were present for the meeting. They reviewed the procedures so they will know what to do, if and when there is a title appeal.

**k. Titling (Miller)** At a recent meeting four positions were reviewed. Due to the nature of this committee, it was decided to report the active in very general terms.

**l. Rewards and Recognition (Kennedy)** The committee met on Thursday (1/14). Tom Fick was not able to attend. The committee will schedule another meeting next week.

5. **Strategic Planning and Budget Committee (Cohen)** Mike Cohen distributed the minutes of the January 21, 1999 meeting of the SPBC. Included in the minutes is a survey, which he asked all assembly members to complete and return the results to him by the middle of next week. He will report back to the Assembly on their response.

6. **UW-W Marketing Committee (Macur)** Not present.

7. **Brochure Ad Hoc Committee (Macur)** Not present.

8. **Instructional Academic Staff Ad Hoc Committee (Miller)** No report.

9. **Memorial Committee Meeting Update (Kennedy)** Therese referred to the handout from the Memorial Committee. She asked the Assembly members to consider the materials regarding the renaming of GYM I to DLK Gymnasium. After reviewing the materials, there was a motion by Chene/Buckley to accept the recommendation from the Memorial Committee that GYM I be renamed to David L. Kachel Gymnasium. There was discussion regarding DLK versus David L. Kachel. The Assembly felt that the recognition of the individual be considered first. It was also noted if DLK were used there may be some confusion with other DLK property in town. The vote was unanimous to rename GYM I to David L. Kachel Gymnasium.

10. **UW System Non-Instructional Academic Staff Award (Kennedy)** Therese again suggested members of the Assembly should be considering individuals to nominate for the above award. Names can be presented at the next Assembly meeting.

11. **Chancellor’s Search and Screen Committee (Kennedy)** There are open sessions planned for February 9 & 10 from 12 to 2, for discussion regarding the characteristics for a good chancellor. The location is still to be determined. Plan to attend one of those sessions. Watch for announcement of the location. The Search & Screen Committee will meet on February 26 and March 1 & 3. They plan to have top 12 candidate’s names by March 3 meeting. Interviewing will follow at an off campus location and then the top 5 candidates will be interviewed on campus.

12. **Additional Agenda Items: none.**

13. **Future Agenda Items: none.**

14. Cohen/Buckley made a motion/second to adjourn the meeting. The meeting adjourned at 1:07 p.m.

Respectfully submitted,

Rita Subrt