Chair Therese Kennedy called the March 10, 1999 meeting of the Academic Staff Assembly to order at 12:06 p.m. in room 206N of the James R. Connor University Center.

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

WSG representative Joe Refermat was present and Rita Subrt was also present as secretary.

1. Approval of the Minutes: The minutes of February 24, 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. There were none. As there have been no concerns, this item will be removed from the regular agenda.

3. Academic Staff Committee Reports:
   a. Awards Committee (Zahn) The committee is in the process of deliberating on the awards.
   b. Economic Issues (Kennedy) Therese has received a number of salary plans from various departments. She will meet with Randy Marnocha to determine which departments have not submitted a salary plans. She plans to follow up with a reminder letter for those not in compliance.
   c. Elections (Bowen) The call for nominations to the 99-00 Academic Staff Assembly were mailed out 3/1. The deadline to return them is March 19. The ballots will be mailed out April 15, to be returned by April 23.
   d. Government Relations (Cohen) Not Present.
   e. Job Security (Clem) Larry Clem reported back to the committee regarding the information from the last Assembly meeting. Therese distributed a draft of a letter from Provost Prior regarding multiple year academic staff contracts. The memo clarifies what contract terms are in existence at the present time. Discussion followed regarding various contract types and how they are issued. This information should also be part of Academic Staff orientation process.
   f. Organization (Buckley) Not present.
   g. Professional Development (Chene) All the information is included on the website. The website is off of the UWW Website under documents to download.
   h. Instructional Promotion (Yeater) No report.
   i. Review (Buckley) Not present.
   j. Title Appeals (Flanagan). No report.
   k. Titling (Miller) No report.
   l. Rewards and Recognition (Kennedy) The committee will meet next week.


5. Strategic Planning and Budget Committee (Cohen) Not present.

6. UW-W Marketing Committee (Macur) No Report.

7. Brochure Ad Hoc Committee (Macur) Kim Macur displayed an updated version of the Academic Staff Assembly brochure. It will be updated yearly. The current size is 8½X14. It will include photos of interest. There is some work to be done
8. Instructional Academic Staff Ad Hoc Committee (Miller) The committee (Miller, Chene, & Bowen) should plan to meet.

9. Governance Center (Kennedy) The new Governance Center is located across from Duplicating in the lower level of the University Center. The room number is UC 63B and the conference room is UC 65. WSG will be moving into the facility over spring break. The March 31st meeting will be in 206N, however, the April 14th Academic Staff Assembly meeting will be held in UC 65. Therese will coordinate the move from the old office space to the new one.

10. UW System Non-Instructional Academic Staff Award (Kennedy) A motion to nominate Jeff Janz for the UW System Non-Instructional Academic Staff Award was made by Bowen/Zahn. The motion passed unanimously. Therese will notify Jeff of his nomination.

11. Chancellor’s Search and Screen Committee (Kennedy) On March 11th, the committee will meet with the top twelve candidates at the Wyndham Hotel in Brookfield, Wisconsin. Interviews will take place on Friday and Saturday. The field will be narrowed to five candidates, whose names will be forwarded to President Lyall.

12. Clarification on eligibility to be on Academic Staff Assembly This item will be tabled until the March 24 meeting. May need to change By-laws to reflect this clarification.

13. Additional Agenda Items: None

14. Future Agenda Items: None

15. Zahn/Batra made a motion/second to adjourn the meeting. The meeting adjourned at 12:55 p.m.

Respectfully submitted,
Rita Subrt