Joint Meeting of the
1998-99 and 1999-2000 UW-W Academic Staff Assembly
Wednesday, May 5, 1999 at Noon
James R. Connor University Center, 206N

1998-99 Assembly
Phyllis Batra Present
Deborah Bowen Present
Karen Buckley Absent
Steve Chene Absent
Larry Clem Present
Mike Cohen Present
Mike Flanagan(notified chair) Absent
Therese Kennedy Present
Kim Macur Present
Pat Miller Present
Kimberly Patten Present
Julia Yeater Present
Lou Zahn Present

1999-2000 Assembly
Deborah Bowen Present
Karen Buckley Absent
Lawrence Clem Present
Michael Cohen Present
Scott Griesbach Present
Therese Kennedy Present
Kim Macur Present
Pat Miller Present
Gado Ongwela Absent
Kimberly Patten Present
Kathy Schmidt Present
Julia Yeater Present
Lou Zahn Present

Rita Subrt was present as secretary.

1. Therese Kennedy called the joint meeting of the 1998-99 and 1999-2000 Academic Staff Assembly to order at 12:10 p.m. in room 206N of the James R. Connor University Center. She welcomed the new members and everyone introduced themselves.

2. Minutes Approved. After reviewing the minutes which were distributed at the meeting, a motion was made by Zahn/Cohen to approve the minutes of the April 28, 1999 meeting. The motion passed unanimously.

3. Academic Staff Committee Reports
   a. Awards Committee (Zahn) Lou Zahn turned in the final report of the Awards Committee to Therese Kennedy.
   b. Economic Issues (Kennedy) As this is the second year of the two-year cycle, there was not much activity. Pay plans are still coming in from the departments. It is an ongoing process of checks and balances.
   c. Elections/Balloting (Bowen) Deborah distributed copies of the Year End Report for the Elections Committee. She noted there were two changes. In the third line of the second paragraph, the year should be 1999, and in the next sentence, there were sixty-eight ballots returned.
   d. Government (Cohen) No report.
   e. Job Security (Clem) Larry distributed copies of the year end report (pink).
   f. Organization (Buckley) Not present.
   g. Professional Development (Chene) Therese indicated that the recommended names were forwarded to the Provost.
   h. Instructional Promotion (Yeater) Nothing to report.
   i. Review (Buckley) Not present.
   j. Title Appeals (Flanagan) Not present.
   k. Titling Committee (Miller) No activity.
   l. Reward & Recognition (Kennedy) The issues are being addressed. A training session is planned for the fall with the help of Jeff Janz and the Reward & Recognition Committee. This is now a four-year plan with funding levels at $26,000 ($6,500 per year).

4. Retirement Proclamation for Chancellor (Flanagan) Therese said Mike had completed the resolution for the plaque which will be presented to the Chancellor at the June 19th celebration. A copy will also be made available for the
Chancellor’s scrapbook. Therese passed around a retirement card for the Assembly members to sign. Therese added those names of people that were not in attendance.

5. Retirement Resolution for Brad Dresang. Brad Dresang is retiring from the University Center after thirty years of service to the University. Steve Summers prepared a retirement resolution which Therese read to the Assembly. A motion was made/seconded by Bowen/Clem to approve the resolution. The motion passed unanimously.

6. Accomplishment for 1998-99. Therese distributed copies of goals set at the beginning of the year. Each of the goals was reviewed and everyone was either accomplished or an ongoing function.

7. Annual Reports from committees. See #3 above.

8. UW System Academic Leadership Conference. The conference will be held at UW-LaCrosse on July 14-16, 1999. Therese will e-mail the information to all Academic Staff. The Chancellor has indicated he will again support this event by paying for the transportation and lodging for six academic staff to participate. Those assembly members who have attended in the past indicated attending was a good way to learn about the System and the University as a whole.

9. Brochure Ad Hoc Committee (Macur) Photos were taken of the Assembly for the brochure.

10. Chancellor’s Search & Screen Committee (Kennedy) A decision should be reached by Friday. An offer has been made and is in the negotiation process. The Regents were in closed session at Parkside. The announcement is expected at the Board of Regents meeting.

11. Outgoing Academic Staff Assembly Member Recognition. Therese thanked the outgoing assembly members, Phyllis Batra, Steve Chene, and Mike Flanagan, for their contribution to the Assembly over their years of service. Each will receive a certificate of appreciation from the Assembly. Therese also thanked Rita Subrt for her services as secretary to the Assembly.


At this time, the outgoing members were excused and the 1999-2000 Assembly continued in session.

1. Overview of the Academic Staff Assembly. Therese briefly detailed the origin of the Assembly and what the function of the group is.

2. Explanation of the Chair and Vice Chair. Therese explained what is expected of the chair and vice chair of the Assembly with relation to conducting meeting and representing the Assembly at other meeting.

3. Election of Chair and Vice Chair. A motion/second was made by Zahn/Cohen to nominate Therese Kennedy as chair of the 1999-2000 Assembly. Therese accepted the nomination. There were no other nominations. Nominations were closed and the motion passed unanimously. A motion was made by Yeater to nominate Kim Macur as Vice Chair. Kim declined the nomination indicating she had numerous other obligations. A motion/second was made by Zahn/Yeater to nominate Mike Cohen as Vice Chair of the Assembly. Mike accepted the nomination. There being no additional nominations, a vote was called for. The motion passed unanimously.

4. Goals for the 1999-2000 Assembly. There was discussion regarding update last year’s goals or postponing the goals until September. Since the goals are to be included in the Assembly brochure, it was decided to pursue having a 2-hour workshop during June for Assembly orientation and goal-setting. Therese will be in contact with the Assembly members to set the date.

5. Academic Staff Committee Liaison Assignments: The Liaisons are responsible for calling the first meeting of the committee and seeing that a chair is elected.

   a. Awards Committee - vacant
b. Economics Issues - vacant
c. Elections/Balloting - Zahn
d. Government - Cohen
e. Job Security - Schmidt
f. Organization - Cohen
g. Professional Development - vacant
h. Instructional Promotions - vacant
i. Review - Macur
j. Title Appeals - Patten
k. Titling - vacant
l. Reward & Recognition - Griesbach

6. Academic Staff Brochure (Macur)
a. Assembly picture was taken.
b. Assembly meeting schedule: The first meeting of the Fall semester will be September 1, 1999 at noon in UC65 in the lower level of the University Center. The conference room is located next to the new Governance Center and near the Duplicating Center. The remaining schedule is as follows: September 15 & 29, October 13 & 27; November 10; and December 1 & 15.

7. Academic Staff Assembly Orientation. Will be combined with goal setting workshop some time in June.

8. New Academic Staff Orientation in the Fall. This will be coordinated with Dick Telfer and the orientation for new faculty and staff at the beginning of the fall semester. There will be a specific breakout session for Academic Staff Assembly to present topics and issues of interest to the new academic staff.

9. Governance Center: The new Governance Center is located near the Postal/Duplicating Center in the lower level of the University Center below the Graham Street Cafe and Hamilton Center. The furniture should arrive shortly, and the Assembly will move in during the summer.

10. Additional agenda items: none

11. Future agenda items: There was discussion regarding having the new Chancellor and the Provost attend an Assembly meeting. There was also discussion regarding checking the By-Laws with reference to the joint meeting in May.

12. Adjournment: A motion was made/seconded by Macur/Kennedy to adjourn the meeting. The motion passed unanimously and the meeting was adjourned at 1:25 p.m.

Respectfully submitted,
Rita Subrt, secretary