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

Rita Subrt was present as secretary.

1. Chair Therese Kennedy called the meeting to order at 12:09 p.m. in room 206N of the James R. Connor University Center.

2. The minutes of the August 26, 1998 were unanimously approved on a Macur/Buckley motion/second.

3. Chair Kennedy welcomed Lou Zahn to the Assembly and noted that she was in the process of contacting individuals to fill the Instructional vacancy that remains on the Assembly.

4. Therese presented a listing of the Academic Staff Committees for 1998-99 as they stand now. Currently, there are one or two vacancies that remain and one liaison position that needs to be filled. Below are the committee assignments and their terms:

Academic Staff Awards Committee:
Don Chrusciel  (Non-Instructional)  1999
Gail Fox       (Non-Instructional)  2000
JoAnn Hobbs    (Instructional)     1999
Robin Peterson (Instructional)     2000
Lou Zahn       Assembly Liaison

Academic Staff Economic Issues Committee:
Charlene McMonagle  (Instructional) 1999
Jim Ehlers        (Non-Instructional) 1999
John Enslin       (Non-Instructional) 2000
Atlee Svanoe      (Instructional) 1999
Harry Averkamp    (Instructional) 2000
Michael Flanagan  Assembly Liaison

Academic Staff Elections/Balloting Committee:
Pamela Lipka     (Instructional) 2000
Kathy Gibbs      (Non-Instructional) 2000
Michael Flanagan (Non-Instructional) 1999
Deborah Bowen    Assembly Liaison

Academic Staff Government Relations Committee:
Freda Briscoe    (Non-Instructional) 1999
Jerry McDonald   (Non-Instructional) 2000
Ann Knabe        (Instructional) 2000
Andra Rivers-Jones (Instructional) 1999
Therese Kennedy  Assembly Liaison

Academic Staff Job Security Committee:
Jo Lindoo        (Instructional) 2000
JoAnn Hobbs      (Instructional) 2000
Mary Jo DeMeza   (Non-Instructional) 1999
Andra Rivers-Jones (Instructional) 2000
Ruth Swisher     (Non-Instructional) 1999
Jackie King      (Non-Instructional) 1999
Larry Clem       Assembly Liaison
Academic Staff Organization Committee:

Wendy Cibulka (Instructional) 1999
Sandi Scott-Duex (Non-Instructional) 2000
Karen Buckley Assembly Liaison

Academic Staff Professional Development Committee:

Deb Heiber (Non-Instructional) 1999
Sandi Scott-Duex (Non-Instructional) 1999
Jayati Ghosh (Instructional) 2000
Robin Jens (Non-Instructional) 2000
Kim Macur (Non-Instructional) 2000
Steve Chene Assembly Liaison

Instructional Academic Staff Promotion Committee:

Julia Yeater (Instructional) 2000
Kris Russell (Instructional) 2000
Larry Clem (Instructional) 2000
Jeanine Fassl (Instructional) 1999
Hephzibah Kumpaty (Instructional) 1999
(Vacancy) (Instructional) 1999
(Tabulator)
Julia Yeater Assembly Liaison

Academic Staff Review Committee:

David Nees (Non-Instructional) 1999
Craig Wucivic (Instructional) 1999
(Vacancy) (Instructional) 1999
Mark Kraner (Non-Instructional) 2000
Theresa Golembiewski (Non-Instructional) 2000
Karen Buckley (Instructional) 2000
Karen Buckley Assembly Liaison

Academic Staff Title Appeals Committee:

Chunju Chen (Non-Instructional) 1999
Jim Stewart (Non-Instructional) 2000
JoAnn Hobbs (Instructional) 1999
Kimberly Patten (Non-Instructional) 2000
Theresa Golembiewski (Non-Instructional) 2000
(Vacancy) Assembly Liaison

Academic Staff Titling Committee:

Pat Miller (Instructional) 2000
Connie Murray (Non-Instructional) 1999
Randy Marnocha ex-officio
Kim Dockus ex-officio
Provost David Prior ex-officio
Kim Macur Assembly Liaison

The Liaisons are responsible for contacting the committee membership and calling a meeting to elect a chair of the committee. The Liaisons are to report back to the Assembly on the activity of the committees.

5. Therese Kennedy distributed copies of the Academic Staff Assembly By-Laws. Assembly members should review the By-Laws and bring any concerns to the Assembly on September 23.

6. Therese Kennedy distributed a list of proposed goals for the 1998-99 Academic Staff Assembly. The goal statement is a record of what this Assembly wants to accomplish this year. There was discussion regarding each of the proposed goals.

7. A representative from the Assembly is needed for the Sexual Assault Prevention Advisory Committee. Kimberly Patten volunteered to represent the Academic Staff Assembly. Therese Kennedy will forward this information to the chair of the committee.

8. The Academic Staff Assembly also needed to appoint a representative to the University Center Board. After discussion regarding the duties and responsibilities of this position, Julia Yeater volunteered to represent the Academic Staff Assembly. Therese Kennedy will forward this information to the chair of the Board.
9. Therese Kennedy distributed documents to the Assembly regarding Course Syllabus Requirements and the Faculty Senate Promotions Process Revisions. Therese also indicated she had received a memo from the Chancellor regarding the changes in the required $100 deposit for students to register for classes. The $100 registration fee will now be transferred from semester to semester until the student leaves the University for any reason.

10. A motion to adjourn the Academic Staff Assembly was made/seconded by Flanagan/Clem and was unanimously agreed upon. The Academic Staff Assembly adjourned at 1:35 p.m.