Chair Therese Kennedy called the meeting to order at 12:06 p.m. in room 206N of the James R. Connor University Center.

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

Rita Subrt was present as secretary.

1. The approval of the minutes of the September 9, 1998 was tabled until the October 7, 1998 meeting. A hard copy of the minutes will be distributed to the members of the assembly as not all have access electronically.

2. Chair Kennedy welcomed Pat Miller (HPRC) to the Assembly.

3. Karen Buckley reported on the committee assignments for the current year. Jayati Ghosh has agreed to fill the vacancy on the Academic Staff Review Committee. There is only one remaining vacancy on the Instructional Academic Staff Promotion Committee. All the Assembly Liaison positions are filled with the following changes:
   - Academic Staff Economic Issues Committee: Therese Kennedy
   - Academic Staff Government Relations Committee: Michael Cohen
   - Academic Staff Title Appeals Committee: Michael Flanagan

4. Academic Staff Committee Reports:
   a. Academic Staff Awards Committee (Zahn) Lou contacted Robin Pettersen and the committee is scheduled to meet next week.
   b. Academic Staff Economic Issues Committee (Kennedy) Therese distributed a copy of the Salary Plan Recommendation dated December 12, 1997. She indicated that the plan had been approved by the Chancellor, but there was some concern whether it was being implemented by all colleges/divisions in the same manner. She plans to meet with Randy Marnocha to clarify points of concern regarding implementation of the Salary Plan. There was discussion concerning the evaluations, calculations of merit, and distribution of funds. Therese indicated that the Economic Issues Committee will meet on Wednesday morning at 7:30 a.m. Academic Staff with concerns are welcome to attend.
   c. Academic Staff Election/Balloting Committee (Bowen) Deborah will be sending out information regarding the timeline for balloting and elections for the upcoming year.
   d. Academic Staff Government Relations Committee (Kennedy) The current By-Laws don't indicate this committee as a standing Academic Staff committee. Therese will check the minutes of the previous meetings to determine when it became a standing committee. The By-Laws will need to be updated to reflect this change. Therese asked Mike Cohen to convene a meeting of the Government Relations Committee and set up a forum for discussion of government issues.
   e. Academic Staff Job Security Committee (Clem) Larry Clem called a meeting of this committee this past Monday. Only three individuals were present. There is a need to involve the others on the committee. The focus of the committee will be to re-write the comments from the survey to assure anonymity.
   f. Academic Staff Organization (Buckley) See item #3.
   g. Academic Staff Professional Development (Chene) Not
present.

h. Academic Staff Instructional Promotions Committee
(Yeater) The committee will meet next Wednesday. The
Promotion Policy needs to be updated to reflect the
changes that were approved at the May meeting. Copies
will go to the committee as soon as it is completed.
The timeline for Promotions should be published in the
UW-W Reporter and the website should be updated.

i. Academic Staff Review Committee (Buckley) Jayati Ghosh
will fill the vacancy on this committee. Most of the
committee members are returning and are familiar with the
process.

j. Academic Staff Title Appeals (Flanagan) No appeals
pending.

k. Academic Staff Titling Committee (Macur) Kim indicated
she had not been contacted for a Titling Committee
meeting. Pat Miller, who is on the committee, said the
last meeting was on September 9, the same day Kim was
named as Assembly Liaison. This committee meets when
there is a need and not on a regular basis. The
Provost convenes the meetings when necessary.

5. Strategic Planning Budget Committee (Cohen) Mike indicated
that the next meeting of SPBC will be tomorrow (9/24) and
topics of discussion will be comparison of UW-W to similar
school with an emphasis on enrollment and recruitment.

6. Academic Staff By-Laws: Therese Kennedy had distributed
copies of the Academic Staff By-Laws at the last meeting
for review by Assembly members. It was noted that the
Government Relations Committee was not mentioned in the
By-Laws. Macur/Buckley moved/seconded to include the
Government Relations committee as a standing committee of
the Academic Staff Assembly. The motion passed
unanimously.
In addition, there was a motion/second by Flanagan/Buckley
to establish a standing committee for the Academic Staff
Assembly Non-Instructional Reward and Recognition Committee.
Discussion followed regarding the need for a standing
committee as opposed to an ad hoc committee. There were a
number of points that needed clarification. The motion was
tabled until the next meeting for further documentation.
In the Promotion section (on page 6), the wording needs to
be changed. The Non-instructional wording should be removed
as the committee is only for Instructional Promotion. There
was also discussion regarding the Elections Committee
timeline, the meeting schedule set up in the By-Laws and
minor punctuation corrections needed.

7. Academic Staff Listserve: Therese will be entering the email
addresses to create a listserv of all academic staff
assembly members. She will also have a list of those that
do not have email addresses. Minutes and agendas will be on
the website every other Wednesday for those who can’t print
a hard copy due to having a Mac Computer.

8. 1998-99 Assembly Goals: Therese Kennedy distributed a
handout with the Proposed Academic Staff Assembly Goals for
1998-99. Therese also handed out copies of Wisconsin
Statute 36.09 noting how the wording delineates the
governance responsibility and the role of Academic Staff.

9. Academic Staff Assembly Representatives Meeting (Kennedy)
Therese handed out a summary sheet of the UW System 1999-
2001 Biennial Budget. The main points were: Instructional
Technology/Distance Education, Libraries, Advising,
International Education, Plan 2008, and Building Capacity of
Local Governments.

10. Additional Agenda Items (all)
Therese asked if an assembly member could attend the October
Faculty Senate in her place. Phyllis Batra volunteered.
Mike Flanagan related information regarding the Scholarship
in Creative Achievement which is co-sponsored by the T & IR
and Research & Sponsored Programs departments. He will fax
a copy of the announcement to Therese to include in the
minutes.

11. Future agenda items: Possible ad hoc committee to review
the By-Laws in detail.
12. A motion to adjourn the Academic Staff Assembly was made/seconded by Buckley/Patten and was unanimously agreed upon. The Academic Staff Assembly adjourned at 1:25 p.m.