

98-99 Academic Staff Assembly
Wednesday, November 4, 1998
Minutes

Chair Therese Kennedy called the meeting to order at 12:07 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	
Steve Chene		X
Larry Clem	X	
Mike Cohen	X	
Mike Flanagan	X	
Therese Kennedy (Chair)	X	
Kim Macur		X (notified chair)
Pat Miller	X	
Kimberly Patten	X	
Julia Yeater	X	
Lou Zahn	X	

Rita Subrt was present as secretary.

1. Minutes from the last two meetings were not available due to a problem with the e-mail system being "down" on campus. Approval of these minutes was tabled until the next meeting.
2. Academic Staff Committee Reports:
 - a. Awards Committee (Zahn) Nothing to report.
 - b. Economic Issues (Kennedy) Therese distributed handouts of the suggested salary plan letter and the implementation plan letter. There was discussion regarding the criteria for evaluation and how it varies from department to department. The salary plan should be included in an orientation packet for newly hired academic staff.
 - c. Elections (Bowen) Mike Flanagan reported that the Elections Committee met on November 3 and developed a timeline for the elections process. Deborah Bowen distributed copies of the timeline for the Assembly to review. The dates are earlier than last year in order for the Assembly to have time to approve the results and the newly elected member be invited to the last Assembly meeting of the semester. The call for nominations will be in the UW-W Reporter, sent on e-mail and via direct mail.
 - i. There was discussion regarding the timeline and the Assembly schedule for the Spring semester.
 - ii. Buckley/Patten made a motion to set the schedule for the Spring semester. Meetings being held on January 13 and 27, February 10 and 24, March 10 and 31, April 14 and 28, and May 5 (Joint meeting with members of the 99/00 Assembly). Discussion followed with relation to Spring break. The dates listed do not conflict with Spring break. The motion passed unanimously.
 - d. Government Relations (Cohen) The committee hasn't met.
 - e. Job Security (Clem) This committee met on October 26. The committee reviewed the comments section of the survey results and summarized them. Larry will type up the comments section and they will be review at the next meeting of the committee to be held next week. The revised comments will be presented to the Assembly at the next meeting (11/18). Larry was elected chair of the Job Security committee. Indefinite status will be the committee's next topic of discussion. Therese will provide Larry's committee with a list of those individuals on indefinite status. She also indicated that indefinite status was a topic of discussion at the last Academic Staff Representative meeting in Madison.
 - f. Organization (Buckley) No changes in organization.
 - g. Professional Development (Chene) Not present.
 - h. Instructional Promotion (Yeater) The Instructional Promotions timeline needs to be amended for this year to accommodate the lack of availability of the application packet. There was a motion to amend the timeline made/seconded by Cohen/Clem. Discussion followed suggesting shifting the entire timeline by three weeks or leaving the final date in February stand

and working around that date. The latter was determined to be the best solution. The motion included the following dates:

Fifth Monday in November	Applications due to applicant's department chair
Second Monday in December	Applications due to applicant's dean's office
Second Monday in January	Applications due to Secretary of Academic Staff Assembly located in Hyer Hall Room 300 by 4:00 PM.
Second Wednesday in February	Promotion Committee presents ranking scores and recommendations of all applicants to the Academic Staff Assembly.
Third Monday in February	Academic Staff Assembly Chair forwards ranking, scores and promotion recommendations to the Provost.

The motion passed unanimously.

- i. Review (Buckley) Nothing to report.
 - j. Title Appeals (Flanagan) There are no appeals pending.
 - k. Titling (Macur) Not present.
3. Strategic Planning and Budget Committee (Cohen) SPBC has met twice since the last Academic Staff Assembly meeting. Topics of discussion included PeopleSoft and interfacing with the campus; the decline in the ratio of faculty to instructional academic staff; the desirability, in certain circumstances, to hire individuals with extensive experience in the field who may be academic staff. There is a need to reach the right balance between tenure track faculty and academic staff. A question was raised about the number of positions and the amount of money that might be affected. A question was also raised about positions that had never been faculty, that had always been academic staff. There was also discussion regarding the Chancellor memo regarding the budget for 1999-2000.
 4. UW-W Marketing Committee (Macur) Not present.
 5. Academic Staff By-Laws Ad Hoc Committee: There was a motion made/seconded by Buckley/Miller to establish an ad hoc committee to review the By-Laws and make recommendation to the Assembly for amending the By-Laws. The motion passed. Therese then called for volunteers to be on the committee. From those present, Lou Zahn, Patrick Miller, Deborah Bowen, and Therese Kennedy agreed to be on the committee. Therese also indicated that Kim Macur had previously volunteered to be on the committee. The committee will meet during the lunch hour.
 6. Academic Calendar 2000-2002: Therese contacted Jim Stewart and there was a typo on the 2001-2002 calendar at the top. The start date should be 8/26 (not 8/19). The remainder of the calendar remains the same. A motion was made by Zahn/Bowen to accept the calendar for 2000-2002 as corrected. Therese called for further discussion. A question was raised regarding Academic Staff Assembly representation on the Calendar Committee. There is no A S A rep, per se, but several of the committee members are academic staff who may represent the interests of academic staff. There being no further discussion, a vote was called for and the motion passed unanimously.
 7. Academic Staff Brochure Ad Hoc Committee. A motion to establish an ad hoc brochure committee was made/seconded by Buckley/Patten. The motion passed unanimously. Kim Macur will chair the committee, and Mike Flanagan volunteered to be on the committee. The brochure will be used for new academic staff orientation and more generic in nature than the previous one.
 8. Academic Staff Goals: Therese distributed copies of the proposed goals for the 1998-99 Academic Staff Assembly. There was discussion regarding several of the items on the

list. Included was discussion regarding updating the website. Regarding #4, "Ensure implementation of the new Reward and Recognition program for non-instructional Academic Staff", a motion was made/seconded by Zahn/Kennedy to set up an ad hoc committee for the implementation of the Reward and Recognition program for non-instructional Academic Staff. Therese called for service on this committee. Lou and Therese volunteered to be on the ad hoc committee. There was also discussion regarding pay compression and merit distribution.

9. Academic Staff Distribution List: Therese is still working the kinks out of the list.
10. Additional Agenda Item: Therese received a memo from Roger Pulliam requesting a name be submitted for a Planning Committee for 2008. The charge of the committee is to establish a plan for the University in coordination with the UW-System Plan for 2008. Kimberly Patten volunteered to be on the committee. Therese will forward Kimberly's name to Dr. Pulliam.
11. Future Agenda Items: Call for review of the By-Laws by Assembly members and suggestions for which areas need to be updated. Discussion regarding governance clerical support. Therese will check at UW-System Academic Staff Representative meeting to see how other campuses handle clerical support.
12. There was a motion to adjourn the meeting made/seconded by Miller/Clem. The motion passed unanimously and the meeting adjourned at 1:40 PM.