Chair Therese Kennedy called the November 18, 1998 meeting of the Academic Staff Assembly to order at 12:05 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
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. Approval of the Minutes:
The minutes from the last three meetings were distributed prior to this meeting. A motion to approve the minutes from the October 7, 1998 meeting was made/seconded by Clem/Flanagan. Passed unanimously. A motion to approve the minutes from the October 21, 1998 meeting was made/seconded by Clem/Zahn. There was a request to clarify item #5 with reference to indefinite status. Clarification was offered that UW-W is not breaking the rules by not utilizing indefinite status. A previous provost made the decision to not utilize this method. A vote for approval of the minutes was called for and the motion passed unanimously. A motion to approve the minutes of November 4, 1998 was made/seconded by Patten/Cohen. Discussion followed regarding item #8 with reference to the establishment of an ad hoc committee for Reward and Recognition of Non-Instructional Academic Staff. It should be noted that this ad hoc committee was unnecessary as there was previously a standing committee established for this same purpose. The motion to approve was passed with the amending note.

2. Nominations for Chancellor’s Search and Screen Committee:
Therese Kennedy prepared a letter to be sent to all academic staff requesting names of those interested in serving on the Search and Screen. The individuals should respond to the chair by Tuesday, December 1, 1998. The names will be distributed to the Assembly members prior to the next meeting. Selection will be made at the December 2 meeting.

3. Academic Staff Representatives Meeting: Therese Kennedy reported that the last meeting was very interesting. Topics of discussion included the Plan 2008 committee and fringe benefit updates. There are changes which are effective immediately, although they won’t show on the pay stubs until January. A letter will be sent to those affected by the changes. There was also discussion regarding the inequity in the sick leave between unclassified and classified employees.

4. Reward and Recognition Committee. This standing committee was previously established; however, the term, membership, and function need to be defined. A motion was made/seconded by Macur/Bowen to have a two year staggered term. Passed unanimously. There was a proposal to have a membership of four non-instructional academic staff individuals. Discussion followed regarding other membership options. A motion was made/seconded by Bowen/Macur to have a five member committee. The motion passed unanimously.

Function: The Rewards and Recognition Committee is to determine what deserves a meritorious reward, who is to administer the funds, how are the funds divided up, accountability and timeline.

A motion was made/seconded by Macur/Patten to accept the
charge to the committee as indicated above. Motion passed. Therese called for volunteers for this standing committee. Kim Macur volunteered to be on the committee. Therese Kennedy indicated she would be the Assembly Liaison, and she thought Tom Fick might participate. She will contact him. Other non-instructional individuals can contact Karen Buckley if they are interested in committee membership.

5. By-Laws Update: Kim Macur reported that the ad hoc committee has met several times, and will meet again Thursday (11/19). Lou Zahn has been extremely helpful in typing and re-typing the many drafts of the by-laws. It is hoped to have the proposal of the new by-laws in the hands of the assembly members prior to the next Assembly meeting. A copy of the old by-laws and the new draft will be included because there have been so many changes. The assembly members were asked to be prepared and come to the meeting ready to discuss the draft of the new by-laws.

6. Academic Staff Committee Reports:
   a. Awards Committee (Zahn) No report.
   b. Economic Issues (Kennedy) The draft of the instructional salary plan criteria letter is on the Chancellor’s desk awaiting his approval. The non-instructional plan is still being developed.
   c. Elections (Bowen) No report.
   d. Government Relations (Cohen) The committee is looking at different dates and times to meet. The committee would like to distribute a brochure with the current legislator on it. Kim Macur suggested that brochure be packaged with the Academic Staff Assembly brochure that is being developed.
   e. Job Security (Clem) Larry Clem distributed a summary of the comments from the Job Security Survey from last spring. There was discussion with reference to who should receive the comments and how the document should be utilized. This topic was tabled to the next meeting.
   f. Organization (Buckley) Not present.
   g. Professional Development (Chene) Not present.
   h. Instructional Promotion (Yeater) The Instructional Academic Staff Promotion packets are available and are being distributed. The first deadline is 11/30/98 with applications due to the departmental chairs.
   i. Review (Buckley) Not present.
   j. Title Appeals (Flanagan) There are no appeals pending.
   k. Titling (Macur) The Titling Committee will meet on Friday 11/20. After discussion, it was decided that Pat Miller, who is on the Titling Committee, will be the Assembly Liaison for the Titling Committee.

7. Strategic Planning and Budget Committee (Cohen) The discussion included the of implementation of Goal 6.1. Tori McGuire provided an update on Admissions Office initiatives and Roger Pulliam updated SPBC on Honors Program initiatives. Also discussed was the search for a new Chancellor.

8. UW-W Marketing Committee (Macur) The most recent meeting of the Marketing was postponed. A retreat is planned which will include UW-System people who will assist in the assessment of UW-W plans.

9. Academic Staff Brochure Ad Hoc Committee. Regarding membership of this committee, Kim Macur will chair the committee, and Mike Flanagan, Therese Kennedy, and Pat Miller 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.

10. Additional Agenda Items: None.

11. Future Agenda Items: None.

12. There was a motion to adjourn the meeting made/seconded by Miller/Macur. The motion passed unanimously and the meeting adjourned at 1:06 p.m.