1990-2000 Assembly

Deborah Bowen Present Pat Miller Present
Lawrence Clem Present Gado Ongwela Present
Michael Cohen, Vice Present Kathy Schmidt Present
Jeanine Fassl Present Mark Stone Present
Michael Flanagan Present Julia Yeater Present
Therese Kennedy, Chair Present Lou Zahn Present
Kim Macur Present

*notified Chair

Deborah Hall and Susan Kidd were present as guests. Patty Leonard was present as secretary.

Therese called the meeting to order at 12:00 p.m.

1. Introduction of New & Old Assembly Members
   A welcome was extended to Deborah Hall and Susan Kidd who will be new members of the 2000-2001 Academic Staff Assembly. Mike Cohen, Kim Macur, Mark Stone and Julia Yeater were re-elected.

2. Approval of Minutes from April 19, 2000 Meeting
   A Zahn/Cohen motion to approve the April 19th minutes passed unanimously.

3. Retirement Resolutions
   A Fassl/Zahn motion to accept the retirement resolution for Kathleen Schumacher passed unanimously. A Fassl/Stone motion to accept the retirement resolution for Atlee Svanoe, amending two typing errors, also passed unanimously.

4. Retirement Resolution Format/Leonard
   A Fassl/Miller motion to accept the following resolution:

   The following suggestions are provided to assist you in the writing of your retirement resolution. Samples of past resolutions are also provided.

   How many years of service at the University of Wisconsin-Whitewater?
   What degrees were earned and where?
   What courses/programs were taught/conducted by this individual?
   Did this individual receive any special awards or recognition?
   What special programs/presentations did this individual participate in?
   Did this individual serve on any committees?
   Will your department recommend this individual for emeritus status? Emeritus status is a special appointment granted by the Chancellor. It involves having your Supervisor/Chair write a letter of emeritus recommendation to your Division Head/Dean. Your Division Head/Dean will then recommend the individual to the Provost who in return recommends the individual to the Chancellor. If the Chancellor grants emeritus status the individual will have:

   A UW-Whitewater ID card
   Utilization of the computer center
   Access to the fitness center in Well’s Hall
   Passes to sporting events
   Library privileges
We encourage you, if possible, to have your retirement resolution to the Governance Center by April 1st so that all the technicalities can be worked out before the Retirement Banquet in May.

The motion passed unanimously.

5. Instructional/Non-Instructional Purple Book Update/Kennedy
   Provost Prior is committed to implementing the APurple Book@ for Instructional/Non-Instructional Academic Staff. Therese will be sending a letter to the Provost and Chancellor requesting the usage of Assembly budget to purchase these notebooks. An Ad Hoc committee (Fassl, Kennedy, Macur, Stone, Zahn) was formed to work throughout the summer creating training sessions that will be conducted for academic staff in the Fall.

6. Membership to Academic Staff Assembly Ad Hoc Committee/Cohen
   The committee has created a questionnaire that will be distributed to other Academic Staff Assemblies in the UW-System. This questionnaire will indicate how other campuses address their membership to their Assemblies. They will be mailed during the week of May 8th.

7. Academic Staff Committee Final Reports
   a. Academic Staff Awards Committee/Bowen - Will send a final year end report to the Governance Center.
   b. Academic Staff Economic Issues Committee/Clem - Presented a year end report detailing the work spent on salary plan this year.
   c. Academic Staff Elections/Balloting/Zahn - There was a good return for ballots this year. Mike Cohen, Kim Macur, Mark Stone and Julia Yeater were re-elected. Deborah Hall and Susan Kidd were elected as new instructional academic staff members. Lou will send a year end report to the Governance Center and send an announcement to the UW Reporter.
   d. Academic Staff Government/Cohen - No report.
   e. Academic Staff Job Security/Schmidt - No report.
   f. Academic Staff Organization/Cohen - Committee forms were mailed across campus on April 20th. Responses are coming in steadily. The committee will soon begin assigning members to next year's committees.
   g. Academic Staff Professional Development/Macur - The committee met last week and sent eight applications to the Provost for approval. It was noted that the Assembly will need to view the committee’s recommendation before the Provost in the future.
   h. Academic Staff Instructional Promotions/Miller - Will send a final report to the Governance Center.
   i. Academic Staff Review/Macur - Committee hasn’t met.
   j. Academic Staff Title Appeals/Stone - Committee hasn't met.
   k. Academic Staff Titling Committee/Yeater - There have been several changes in titles this year.
   l. Academic Staff Rewards and Recognition Committee/Kennedy - A letter is being sent to the Chancellor regarding the status of the program.

8. Other Committee Reports
   University Center Board /Yeater - Chartwell received the food contract for the University for the next seven years.
   University Bookstore/Yeater - The committee hasn't met recently. They are still considering possible additions and rearrangements of the current Bookstore.

9. Acknowledgment of Outgoing Assembly Members
A Kennedy/Miller motion to present resolutions of gratitude for Larry Clem and Jeanine Fassl passed unanimously. Each was presented with a framed certificate. Patty Leonard was also given a gift and card thanking her for her assistance this past year.

10. Adjournment of 1999-2000 Academic Staff Assembly Members

A Miller motion to adjourn the last 1999-2000 Academic Staff Assembly meeting passed unanimously. Meeting adjourned at 12:50 p.m.

Joint Academic Staff Assembly Unapproved Minutes
2000 - 2001 Academic Staff Assembly
May 3, 2000

2000-2001 Assembly *notified Chair
Deborah Bowen Present Pat Miller Present
Michael Cohen, Vice Present Gado Ongwela Present
Michael Flanagan Present Kathy Schmidt Present
Deborah Hall Absent* Mark Stone Present
Therese Kennedy, Chair Present Julia Yeater Present
Susan Kidd Present Lou Zahn Present
Kim Macur Present

Patty Leonard was present as secretary.

Therese called the meeting to order at 12:51 p.m.

1. Academic Staff Assembly Brochure and Policies
   Copies of the Assembly Policies, By-Laws and Brochure were distributed to the new members. Copies of these can be found at the Assembly web site: http://www.uww.edu/acadstaff/asa.html

2. Overview of Committees
   Therese briefly outlined the Assembly committees and what their purposes were. She noted that next year the Assembly will be participating in the Intercollegiate Athletics Committee. Committees can be found in the handbook or at: http://www.uww.edu/uwwhdbk/0087j.htm

3. Overview of Chair/Vice Chair positions
   Therese noted that the Assembly Chair may serve a maximum of two consecutive two year terms. The position includes: presiding at Academic Staff Assembly meetings, attending Chancellor's Cabinet, attending UW-System Academic Staff Representatives meetings in Madison once a month, serving on appointed committees and other duties prescribed by the by-laws.

   The Assembly Vice Chair may serve a maximum of two consecutive two year terms. The position includes: serving in the absence of the Chair, Chairs the Organization Committee, and other duties prescribed by the by-laws.

4. Attendance Policy
   Therese reminded everyone that an Assembly member is expected to attend all meetings unless excused by advance notification to the Chair. Failure to provide advance notification to the Chair from two consecutive Assembly meetings or four absences (excused or unexcused) within an academic year will constitute cause for removal from the Academic Staff Assembly by action of a majority vote of the
5. Election of Chair & Vice Chair
   A Zahn/Flanagan motion to re-elect Therese Kennedy as Assembly Chair passed unanimously. A Miller/Flanagan motion to re-elect Michael Cohen as Assembly Vice Chair passed unanimously. Michael Flanagan made a special point to thank Therese and Mike for all the work they've done this past year.

6. Summer Obligation to Academic Staff Assembly and Committees

7. Liaison assignments for the various committees that begin July 1, 2000
   a. Academic Staff Awards Committee - Deborah Bowen
   b. Academic Staff Economic Issues Committee - Michael Flanagan
   c. Academic Staff Elections/Balloting - Lou Zahn
   d. Academic Staff Government - Deborah Hall
   e. Academic Staff Job Security - Kathy Schmidt
   f. Academic Staff Organization - Mike Cohen
   g. Academic Staff Professional Development - Kim Macur
   h. Academic Staff Instructional Promotions - Pat Miller
   i. Academic Staff Review - Julia Yeater
   j. Academic Staff Title Appeals - Mark Stone
   k. Academic Staff Titling Committee - Susan Kidd
   l. Academic Staff Rewards and Recognition Committee - Therese Kennedy

   The Academic Staff Assembly will continue to meet on Wednesdays on:
   - September 13, 27
   - October 11, 25
   - November 8, 29
   - December 13
   - January 17, 31
   - February 14, 28
   - March 14
   - April 4, 18
   - May 2

9. Summer Retreat
   Therese has yet to receive information about the annual UW-System Leadership Conference held each summer. When she receives the information, she will distribute it to Assembly members and gauge who would like to attend.

10. Future Agenda Items
    a. Updating By-Laws: Try to accomplish at first meeting.
    b. Purple Book Outreach and Training: Ad Hoc committee will report at first meeting.
    c. Orientation: Held on a monthly basis. Trying to get the word out about the Assembly.
    d. The Membership Ad Hoc will try to report on their findings from mailing questionnaires to UW-System Assemblies.

11. Adjournment of 2000 B 2001 Academic Staff Assembly Members
    A Macur/Flanagan motion to adjourn the first 2000-2001 Academic Staff Meeting passed
unanimously. The meeting adjourned at 1:18 p.m. The next Assembly meeting will be held on September 13, 2000 in UC65.

Respectfully submitted,

Patty Leonard