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

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  

*notified Chair

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 Assembly.

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

8. **Meeting Schedule for 2000 B 2001**
   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