

**Final 2008-2009  
Academic Staff Assembly  
6 May 2009 Agenda  
12:00 – 12:30 p.m., UC 264**

1. Approval 29 April Meeting Minutes (attached)
2. Academic Staff Committee Reports
  - a. Academic Staff Awards [Miolo]
  - b. Academic Staff Economic Issues [Ehlen]
  - c. Academic Staff Elections/Balloting [Clokey]
  - d. Academic Staff Government [Mohan]
  - e. Academic Staff Organization [Miolo]
  - f. Academic Staff Professional Development [Ehlen]
  - g. Academic Staff Instructional Promotions [Farmer]
  - h. Academic Staff Review [Ogunsola]
  - i. Academic Staff Title Appeals [Unal]
  - j. Academic Staff Titling [Miolo]
  - k. Academic Staff Rewards and Recognition [Flanagan]
3. 2009 Academic Staff Leadership Conference [Ehlen]
4. Updates/Announcements
  - a. Council of Academic Staff Representatives [Ehlen]
  - b. Strategic Planning and Budget Committee [Ehlen]
  - c. Provost Search and Screen Committee [Ehlen]
  - d. Collective Bargaining [Clokey]
  - e. Proposal to Change Spring 2010 Calendar Final Exam Dates [Ehlen for Dan Edlebeck, attached]
  - f. Memorial Committee Recommendations [Ehlen for Jon Enslin]
  - g. Notice Periods [Ehlen and Eric Barber, attached]
5. Other Business / Good News [Assembly Members]

**Academic Staff Assembly Draft Minutes**  
**29 April 2009, 12:00 – 1:00 p.m., UC 264**

**Present:** Deborah Bowen, Freda Briscoe, Bridget Cohen (Governance Program Associate), Denise Ehlen (Chair), Mike Flanagan, Nadine Kriska, Giuliana Miolo, Paula Mohan, Elizabeth Ogunsola, Kim Simes

**Absent:** George Clokey (schedule conflict – notified chair), Patty Fragola (schedule conflict – notified chair), Nancy Farmer (illness/injury – notified chair), Cigdem Unal (schedule conflict – notified chair)

The meeting was brought to order by Ehlen at 12:00 p.m.

1. **Campus Climate Survey Presentation**—Christine Clements presented an overview of the campus climate survey that will be administered in October 2009. Assembly members are encouraged to forward marketing suggestions to Drs. Clements, Monfils, and/or Ogunsola.
2. **Human Resources and Diversity Office Presentation**—Bill Widen provided an overview of the Human Resources and Diversity offices. Assembly members are encouraged to contact Dr. Widen with comments or suggestions regarding human resource services, policies, and/or procedures.
3. **Approval of 15 April Meeting Minutes**—Simes/Briscoe moved to approve the 15 April 2009 Assembly minutes. Motion was approved unanimously.
4. **Academic Staff Committee Reports**
  - a. **Academic Staff Awards**—Miolo announced that the Rewards and Recognition awards dinner will be held on 14 May 2009. Assembly members are encouraged to attend.
  - b. **Academic Staff Economic Issues**—Ehlen, no updates
  - c. **Academic Staff Elections/Balloting**—Ogunsola/Flanagan moved to nominate Denise Ehlen as Assembly Chair for the 2009/2010 academic year. Ehlen accepted the nomination. Vice Chair Miolo called for a vote. The motion was approved by a vote of eight ayes and one abstention (Ehlen). Simes/Ogunsola moved to nominate Giuliana Miolo as Assembly Vice Chair. Miolo accepted the nomination. Chair Ehlen called for a vote. The motion was approved by a vote of eight ayes and one abstention (Miolo).
  - d. **Academic Staff Government**—Mohan, no updates
  - e. **Academic Staff Organization**—Miolo, no updates.
  - f. **Academic Staff Professional Development**—Ehlen, no updates
  - g. **Academic Staff Instructional Promotions**—No report (Farmer absent)
  - h. **Academic Staff Review**—Ogunsola, no update
  - i. **Academic Staff Title Appeals**—No report (Unal absent)
  - j. **Academic Staff Titling**—Miolo, no updates

**k. Academic Staff Rewards and Recognition**—Flanagan, no updates

**5. 2009 Academic Staff Leadership Conference**—Ehlen reported the Planning Committee will meet Friday 1 May 2009. Meeting minutes will be forwarded to all Assembly members via email.

**6. Updates/Announcements**

**a. Council of Academic Staff Representatives**—Ehlen reported the Council will meet Friday 1 May 2009. Meeting minutes will be forwarded to all Assembly members via email.

**b. Strategic Planning and Budget Committee**—Ehlen reported that the Committee will meet the week of 4 May 2009. Updates will be provided at the 6 May meeting and/or via email. Ehlen also encouraged Assembly members to attend the Chancellor's open/budget form at 1:00 pm on Wednesday 6 May 2009.

**c. Provost Search and Screen Committee**—Ehlen, no updates

**d. Vice Chancellor of Student Affairs Search and Screen Committees**—Ogunsola reported that Thomas Rios has accepted the position and will join the University of Wisconsin-Whitewater on 15 June 2009.

**e. Collective Bargaining**—No report (Clokey absent)

**7. Other Business/Good News**

**a. ASA**—The next ASA meeting will be Wednesday 6 May 2009 at 12:00 pm in UC 264.

Consensus to adjourn at 1:30 p.m.

Respectfully Submitted,

Bridget Cohen  
Governance Program Associate

## Ehlen, Denise

---

**From:** Edlebeck, Daniel J  
**Sent:** Friday, May 01, 2009 8:40 AM  
**To:** Ehlen, Denise  
**Cc:** Hare, M Jodi; Clements, Chris; Braaten, Donald L; Harms, Gary L; Heyning, Katharina E; Lange, Sally A; Lanza, Robert T; Lencho, Carrie P; McKellips, Stephen J; Mertens, Robert J; Moistner-Bartlett, Kim S; Monfils, Barbara S; Pokot, Elena; Swanson, Greg; Thoma, Melissa S; Travis, David J; Weatherwax, Roy C  
**Subject:** PROPOSAL TO CHANGE SPRING 2010 CALENDAR FINAL EXAM DATES  
**Attachments:** 2009-10 CALENDAR-revised draft 04-23-2009.docx

Dear Denise and Academic Staff Assembly,

The UW-W Calendar Committee, after considering issues raised during the April 14 Faculty Senate meeting and concerns expressed by some academic and administrative units, has approved and is submitting a proposal to adjust the spring 2010 final examination schedule. The proposal includes three changes to the approved spring 2010 calendar:

1. End classes on Friday, May 7, rather than Monday, May 10;
2. Begin the seven day final exam period on Monday, May 10 and conclude it on Tuesday, May 18;
3. Eliminate the Study Day scheduled for Tuesday, May 11.

Attached is a draft copy of the revised calendar with the changes noted in red.

Most final exams are completed within the first five days of the exam period (the full exam period is usually seven days ... some extra days are added to accommodate makeup exams and unusual circumstances). The current approved version of the spring 2010 calendar includes a schedule whereby the initial five-day period for exams will begin at 4pm on a Tuesday and not finish until the week after Commencement. This same situation occurred last year in spring 2008 and will occur in May for spring 2009. Several academic units have proposed that future spring term calendars schedule the first five days of final exams such that they will conclude before Commencement because of problems students, especially graduating seniors, may encounter. The following is a modified list of some of the reasons/concerns that have been raised:

- Seniors are through mentally when they "walk" on Commencement Saturday.
- Parents arrive to help their children move out and/or take them home over Commencement weekend.
- Families plan "parties" for this weekend, and do not consider that students may have to return on Monday and/or Tuesday. A reasonable assumption if their children "graduated" on Saturday.
- Housing contracts in Whitewater traditionally expire the Sunday following Commencement.
- Students do not expect exams after Commencement, due to, for example, start of work, weddings and vacations, and make other plans.

Background: Spring terms normally begin on Tuesday, the day after the Martin Luther King holiday which falls on the third Monday of January. Spring terms through 2007 had schedules where classes ended on a Friday and final exams began on a Monday. Through spring 2007, most final exams were completed within the first five days of the exam period and before the Commencement Ceremony. In planning for the spring 2008, 2009 and 2010 calendars, the UW-W Calendar Committee tried to address concerns raised by faculty who taught Monday-only classes and were concerned about losing an instructional "day/week" due to the MLK holiday, i.e., one less class meeting when compared with other once-a-week spring classes. For the three spring terms from 2008 – 2010, the Committee submitted proposals that included ending classes on Monday, beginning final exams at 4:00pm on Tuesday (Tuesday also serving as the required "Study Day") and concluding the primary five-day exam period the week after Commencement. It's apparent that this

scheduling arrangement created unintentional problems for students even though it may have addressed the valid concerns of the faculty teaching Monday-only classes.

As an informational item, the academic calendars that have been approved for 2010-11, 2011-12, and 2012-13 all include schedules where spring classes end on Friday with the primary five-day final exam period beginning on Monday and concluding on Friday before Commencement.

The Calendar Committee thanks the Academic Staff Assembly in advance for its prompt consideration of the proposed changes given such short notice. The Committee is hopeful that the changes can be approved this month so that the university community, and UW System Administration, can be informed prior to the beginning of the 2009-10 academic year.

Best regards,

Dan Edlebeck, Chair UW-W Calendar Committee

# ACADEMIC CALENDAR – revised draft 2009-2010

**Instructional Staff Contractual Period: August 23 – May 22**

## FALL TERM 2009

Faculty/Staff Orientation/Registration	August 24-28, 31 (M-F,M)
Classes Begin 7:45 a.m.	September 2 (W)
Labor Day	September 7 (M)
First 8-week session ends	October 23 (F)
Second 8-week session begins	October 26 (M)
Thanksgiving Recess Begins 5:00 p.m.	November 25 (W)
Thanksgiving Recess Ends 7:45 a.m.	November 30 (M)
Classes end	December 11 (F)
Exam Period Begins	December 14 (M)
Commencement	December 19 (S)
Final Day of Term	December 22 (T)

## SPRING TERM 2010

Faculty/Staff Orientation/Registration	January 11 – 15 (M-F)
Martin Luther King Holiday	January 18 (M)
Classes Begin 7:45 a.m.	January 19 (T)
First 8-week session ends	March 12 (F)
Second 8-week session begins	March 15 (M)
Spring Recess Begins 9:00 p.m.	March 19 (F)
Spring Recess Ends 7:45 a.m.	March 29 (M)
Spring Mini-Break	April 2 (F)
Classes end	May 10 (M) <del>7 (F)</del>
<del>Study Day 7:45 a.m. - 4:00 p.m.</del>	<del>May 11 (T)</del>
Exam Period Begins <del>4:00 p.m.</del>	May 11 (T) <del>10 (M)</del>
Commencement	May 15 (S)
Final Day of Term	May 19 (W)

Fall Term 2009	6 Administrative Days	
	70 Teaching Days	
	1 Commencement Day	
	7 Exam Days	= 84

Spring Term 2010	5 Administrative Days	
	<del>74</del> 73 Teaching Days	
	1 Commencement Day	
	7 Exam Days	<u>= 87</u> <del>86</del>

TOTAL = ~~471~~ 170

WINTERIM 2010      December 29-30, January 4 – 15 (12 days)

SUMMER 2010	May 24 - August 13
Session 1	May 24 - June 11
Session 2	June 14- July 2
Session 3	July 6- July 23
Session 4	July 26 - August 13

April 21, 2009

To: Chancellor Richard Telfer  
Hephzibah Kumpaty, Faculty Senate  
Denise Ehlen, Academic Staff Assembly

From: Jon Enslin, Memorial Committee

Re: Naming Requests

Earlier today, the Memorial Committee met and considered the following naming requests:

- The Committee approved the Department of Intercollegiate Athletics' request to name the baseball stadium, the **Jim Miller Baseball Stadium**. Jim Miller is a Whitewater native and a 1965 graduate of Wisconsin State University - Whitewater. He began his career teaching and coaching here in 1969, including 16 seasons as head baseball coach where he compiled 381 wins – the most in school history. Miller's teams never had a losing season, and qualified for the NCAA playoffs seven times. He was named to the Athletic Hall of Fame in 2003 and received the Distinguished Alumni Award in 2002.
- The Committee approved the Intercollegiate Athletic Committee's request to name the volleyball court, the **Kris Russell Court**. Kris served UW-Whitewater from 1981 to 2004 as head women's volleyball coach, instructor in Health, Physical Education, Recreation and Coaching and senior woman administrator. As volleyball coach, she led the Warhawks to their first national championship in 2002. Her teams had runner-up finishes in 2000 and 2001, as well as a third place in 1995 and fourth in 1988. Her teams won ten WIAC titles, including seven of the last nine seasons. Her career coaching mark is 812-231.
- The Committee approved the Department of Career & Leadership Development's request to rename the Minneiska Dining Room the **Richard L. Bailey Interview Center**. Dick Bailey was a 1951 graduate of Whitewater State College who, after 13 years of teaching in the West Allis School District, returned to the University in 1967, working in the Placement Office. In 1973, he was named as the director of the office until his retirement in 1990. Dick also was a leader in the State of Wisconsin's "placement" field. He was an active member of the organization that is now named the Wisconsin Association of Colleges and Employers (WI-ACE). He served on the executive board of WI-ACE, and served as the President of the association for two terms. After Dick's death in 1992, the University named the Career Center's library after Dick, but since the Center is phasing out its printed materials, they would like to continue to recognize his service to the campus through this naming.

**Comment [e1]:** "Jim Miller and Dick Bailey have both been retired for five years" according to Jon Enslin correspondence on 4 May 2009.

**Comment [e2]:** Waiver of five year lapse requested "She will have been separated from coaching for five years by the time the floor is named, but still had some administrative duties before retiring for good. The Committee felt that considering her record, and that the request was motivated by her coaching accomplishments, that waiving the policy in this case was prudent" [Jon Enslin correspondence on 4 May 2009].

**Comment [e3]:** "Jim Miller and Dick Bailey have both been retired for five years" according to Jon Enslin correspondence on 4 May 2009.

According to our naming guidelines, the Chancellor, the Faculty Senate and the Academic Staff should consider these naming requests. Once two of the three have approved, the naming becomes official. (We may need to have approval for the Jim Miller Baseball Stadium from the Board of Regents because it is a stand-alone facility.) Please let me know if you have any comments or questions, or if you need any additional information.



MEMORANDUM

To: Academic Staff Assembly Members
From: Denise Ehlen
Date: 6 May 2009
Subject: Notice Periods for Non-Renewal of Fixed Term Appointments

The state of Wisconsin, the University of Wisconsin System, and the University of Wisconsin-Whitewater are facing an expected shortfall of more than \$5.7 billion on the 2009-2011 biennium. Chancellor Telfer stated, in his 28 April 2009 Important message regarding the budget, that "with a reduction of this magnitude, it was not possible to address the entire amount without an effect on salaries and staffing."

It is my hope that an educated and compassionate Assembly can support and inform our colleagues regarding non-renewal policies. Please encourage your colleagues to speak directly with his/her supervisor regarding contract issues.

I also encourage you to refer to Chancellor Telfer's full message on the Announcement Board (https://announcements.uww.edu/moreinfo.aspx?ID=9426) for additional information regarding how the campus will address the deficit.

EXCERPT FROM THE UNIVERSITY OF WISCONSIN-WHITEWATER ACADEMIC STAFF PERSONNEL POLICIES AND PROCEDURES

4.04 Notice Periods. Written notice that a fixed term or probationary academic staff appointment will not be renewed shall be given to the appointee in advance of the expiration of the appointment as follows:

- 1. Fixed Term Appointments. At least three months before the end of the appointment in the first two years and six months thereafter. When the letter of offer for a fixed term appointment states that renewal is not intended, no further notice of non-renewal is required.
2. Probationary Appointments. At least three months before the end of the appointment in the first year; six months before the end of the appointment in the second year; and twelve (12) months thereafter.
3. Extension in the absence of proper notification. If proper notice of non-renewal is not given in accordance with the above, the appointment shall be extended so that at least the required notice is provided.

Notice periods for teaching academic staff shall correspond to those provided for faculty.

Comment [e1]: The complete document may be accessed online at http://www.uww.edu/uwwhdbk/0057j.htm.

Comment [e2]: The majority of University of Wisconsin-Whitewater academic staff appointments are now fixed term appointments (even if multi-year). While some rolling horizon and indefinite appointments remain from previous years, no new contracts of this type are offered.

All contract letters currently state that renewal—beyond the fixed term—is not intended and therefore NO FURTHER NOTICE OF NON-RENEWAL IS REQUIRED.

Comment [e3]: The University of Wisconsin-Whitewater does not offer probationary appointments.

Comment [e4]: Probationary faculty are provided three months in the first year, six months in the second year, and 12 months thereafter, UWS 3.09 Adm. Code UNLESS such action is deemed necessary due to budget or program decision (in which case non-renewal may occur prior to the end of the appointment period).

Office of Research and Sponsored Programs
2237 Andersen Library, 800 West Main Street
Whitewater, WI 53190

Telephone: 262.472.5212
Fax: 262.472.5214
E-mail: ehlend@uww.edu

**First 2009-2010  
Academic Staff Assembly [Organizational] Meeting  
6 May 2009 Agenda  
12:30 – 1:00 p.m., UC 264**

1. Member Introductions
2. Academic Staff Committee Reports and Liaisons [Miolo, identify/assign liaisons]
  - a. Academic Staff Awards
  - b. Academic Staff Economic Issues
  - c. Academic Staff Elections/Balloting
  - d. Academic Staff Government
  - e. Academics Staff Organization
  - f. Academic Staff Professional Development
  - g. Academic Staff Instructional Promotions
  - h. Academic Staff Review
  - i. Academics Staff Title Appeals
  - j. Academic Staff Titling
  - k. Academic Staff Rewards and Recognition
3. 2009 Academic Staff Leadership Conference [Ehlen]
4. Updates/Announcements
  - a. Meeting Dates and Times [Ehlen]
  - b. T Drive Presentation [Cohen]
5. Other Business/Good News [Assembly Members]