
**2016-2017 ACADEMIC STAFF ASSEMBLY
MINUTES
12:00PM - 1:30PM ON JANUARY 25, 2017, UC-264**

PRESENT: Deborah Bowen, Sara Deschner, Michael Flanagan, Patty Fragola, Nadine Kriska, Huckleberry Rahr, Carmen Rivers, Terry Tumbarello, Valerie Vargas, JP Villavicencio, Curt Weber, Abbie Windsor

GUESTS: Sheila Hayden, Becky Mueller

EXCUSED: Annie Weberpal

1. Urgent/Priority Business

- a. **Review of December 14, 2016 Minutes:** The minutes of December 14, 2016 were unanimously approved on a motion from Tumbarello (Windsor, second).
- b. **Changes to the Bylaws:** The bylaws need to be updated to bring them in accordance with current operational practice. With the departure of Aimee Arnold, the Titling Committee has two vacancies: the Budget Office representative, and the Provost's designee. Weber and Fragola proposed changes to the Titling Committee structure and procedures and forward them to the Provost for review and approval. The purview and scope of the Titling Committee is the same, but the Provost's designee and Budget Office representative should be two different people; the proposed changes will formalize the membership. The Titling Committee may also be held as a virtual meeting.
- c. **ASA Website Updates:** The Website Updates discussion was deferred to a later date.
- d. **Academic Staff Excellence Awards:** The deadline to submit nominations for the Academic Staff Excellence Awards is February 15th. One nomination has been submitted so far. Nomination materials are submitted to the ASA Chair, but there is an online form that also needs to be submitted to the Provost's Office. Fragola/Burton will send a reminder to all academic staff about the deadline and encouraging nominations.
- e. **Instructional Academic Staff Promotions:** Instructional Academic Staff promotion applications were due on January 19th. The application packets and scoring materials will be distributed to the review committee via email.

2. Chair's Report:

- Fragola has a meeting with the Chancellor scheduled for next month. She is also seeking a monthly meeting with the Provost.
- Search and Screen Committees will be assembled to fill Aimee Arnold's, Jeff Arnold's, and Judi Trampf's positions. Once the call goes out for committee members, Fragola will petition ASA for volunteers.
- Fragola is serving on the Chief Diversity Officer Search and Screen Committee. Onsite interviews are scheduled for early March.
- Judi Trampf advised adding an appeal process within the grievance process procedures for academic staff. There is currently no process/recourse for the subject of the complaint. Fragola is reviewing the university staff process as a starting point for developing an appeal process for academic staff.
- The next Academic Staff Representative's Council is scheduled for February 10th in Madison. Weber will attend.

- Fragola called for volunteers for an ad hoc committee to review the bylaws. Tumbarello and Bowen volunteered. Fragola will forward them a copy of the bylaws with the issues she noticed highlighted.

3. Vice-Chair's Report: None

4. Academic Staff Committee Reports

- a. Awards: A reminder will be sent to submit nominations. Nominations are due February 15th.
- b. Economic Issues: The committee hasn't met. No report
- c. Elections: Arneson-Baker needs to be replaced as Chair of the committee.
- d. Government: Tammy Baldwin declined the committee's invitation, as did Paul Ryan. Other suggestions for speakers are Evan Goyke, Chris Larson, and Amy Loudenberg. Flanagan will extend an invitation to Amy Loudenberg.
- e. Instructional Academic Staff Promotions: Applications will be reviewed in the next few weeks and the results submitted to the ASA for ratification in early March.
- f. Organization: The bylaw changes will result in some organizational changes.
- g. Professional development: No report
- h. Review: No report.
- i. Rewards and Recognition: No report.
- j. Title Appeals: No report.
- k. The Titling Committee has not met recently. The new language regarding the membership of the Titling Committee has been submitted to the Provost.

5. Updates/Announcements/Other Business

- Tumbarello is the academic staff representative to the Sesquicentennial Committee. The committee has been meeting regularly for some time. There are some ad hoc members that participated in the 100-year celebration. The Provost is the new Chair as Jan Bilgen has stepped down. The committee is discussing possible initiatives to include in the celebration. If you are planning a significant event, or implementing a program or initiative during the course of the year, please notify Tumbarello; it can potentially be tied to the 150-year celebration.
- Tumbarello inquired about developing a feature in WINS to filter emails based on profile preferences. Currently we are not receiving announcements about major changes at the university because of the policy against campus-wide emails. Could the ASA propose that this policy be changed and employees can opt out of receiving campus-wide emails should they so desire? Human Resources and the University Technology Committee were offered as alternative organizations to propose the idea. Fragola will make it an agenda item for her meeting with the Provost.
- As there were no additional updates or other business, the meeting was adjourned on a motion from Flanagan (Vargas, second) at 12:55 pm.