

ACADEMIC STAFF ASSEMBLY
Minutes
WEDNESDAY, SEPTEMBER 17, 1997

1. Chair Jeff Janz presided at the most recent meeting of the 97-98 Academic Staff Assembly, beginning at 12:07 p.m., September 17, 1997 in room 213N of the University Center.

Members	Present	Absent
Phyllis Batra	X	
Deborah Bowen		X (notified chair)
Karen Buckley	X	
Chunju Chen	X	
Steve Chene	X	
Larry Clem	X	
Michael Flanagan	X	
Janis Goder	X	
Jeff Janz, Chair	X	
Therese Kennedy	X	
Wanda Martin-Terry, Vicechair	X	
Rae Miller	X	

David Rossbach was present as a WSG representative and Rita Subrt was present as secretary for the Assembly.

2. Additions to the Agenda:
 - a. Approval of new policy on Employment of Retired Unclassified Personnel.
3. Approval of Minutes from previous meeting, September 3, 1997. The Assembly unanimously approved the September 3rd minutes as distributed, following a motion/second by Flanagan/Miller.
4. Committee Reports.
 - a. Chancellor's Cabinet Report. (Janz) Janz reported that there was discussion regarding headcount/revenue targets, and the importance of meeting headcount target and exceeding revenue targets. If the revenue target is not reached, 100% of the shortfall has to be returned. However, if the revenue target is exceeded, our campus can retain 75% of the additional funds. (This prompted discussion regarding how an increasing enrollment affects the role of the Academic Staff on campus and the quality of productivity with a larger student body. Chen added that in recent years better quality freshmen resulted in a better retention rate.)
Other topics from the Cabinet meeting included departmental visits, and Winterim, which will be increased from 16 courses in '97 to 27 courses in '98.
 - b. Strategic Planning and Budget Committee. (Martin-Terry) Chen reported that SPBC will be meeting weekly starting this fall. The main thrust will be how to link the strategic plan to the budget.
5. Appointment of one interim (97-98) Instructional Academic Staff Assembly and continued search for a second. (Janz) Rae Miller made a motion to appoint Larry Clem to fill a one year instructional vacancy which was created when Gina Miranda left the Assembly and the University. Steve Chene seconded and the motion carried unanimously. Jeff Janz welcomed Larry to the Assembly. Janz also requested the members of the Assembly be in contact with other instructional academic staff to fill the vacancy left by Dan Wexler who was elected last spring, but did not return to campus this fall.
6. Memorial Committee Recommendations. (Janz) Jeff distributed a handout from Mike Spellman regarding Memorial Committee recommendations. After discussion of the topic, Therese Kennedy made a motion to accept these recommendations noting that it should have a special plaque instead of a special plague. Steve Chene seconded the motion and it passed unanimously. Jeff indicated he would be in contact with the administration regarding the recommendations.
7. Call for Committee Membership and Committee Liaison Selection. (Martin-Terry) Wanda distributed a handout which showed the number of openings for standing committees. Below are listed the liaisons and the number of openings for each committee:

Committee	Liaison	Openings
Awards	Therese Kennedy	1 Non-instructional
Economic Issues	Chunju Chen	2 Instructional
Elections	Deborah Bowen	1 Non-instructional (Mike Flanagan offered to assist Deborah)
Government Relations	Jan Goder	1 Instructional
Job Security	Larry Clem	1 Non-Instructional 2 Instructional 2 Non-Instructional

Organization	Wanda Martin-Terry	2 Non-Instructional
Professional Development	Steve Chene	None
Promotions	Deborah Bowen	1 Instructional
		2 Non-Instructional
Review	Karen Buckley	None
Staff Titling Appeals	Wanda Martin-Terry	1 Instructional
		1 Non-Instructional
Staff Titling	Rae Miller	1 Instructional
		(Laurie Barrett's)
		2 Non-Instructional

8. Assembly Orientation Update. Jeff Janz distributed a handout from David Olien which is a compilation of documents dealing with contacting legislators.

9. Academic Staff Appointments: Jeff reported there were openings on the following administrative committees for Academic Staff representatives.

a. Campus Safety Committee: Previously, Ron Buchholz indicated his interest in this committee to Jeff Janz. Therese Kennedy made a motion to appoint Ron to the Campus Safety Committee. This motion was seconded by Wanda Martin-Terry and it passed unanimously.

b. University Center Board: Chen indicated her interest in this committee. Wanda Martin-Terry moved to appoint Chen to the University Center Board, which was seconded by Steve Chene and passed unanimously.

c. Sexual Assault Prevention Advisory Committee: Marilyn Kile requested that an academic staff member be appointed to this newly titled but previously existing advisory committee. After discussion, this item was tabled until the next meeting allowing time for soliciting interested and available individuals.

10. Academic Staff Titling Committee Composition. Jeff Janz received a letter from Randy Marnocha indicating there may be a need for a change of membership on the Academic Staff Titling Committee. Prior to her departure, Provost Schallenkamp had indicated that she thought Randy Marnocha should be appointed to the Committee as an ex-officio member on a permanent basis because of the very close connection between titling and his budget office responsibilities regarding unclassified employees. Interim Provost Davis has suggested that Randy contact the Academic Staff Assembly and initiate the review of this request. Wanda Martin-Terry motioned to change Randy Marnocha position on this committee from regular membership to ex-officio. The motion was seconded by Therese Kennedy and passed unanimously.

Another consideration was to review Susan Moss's appointment to the committee now that she no longer heads the Human Resources area. Replacing her with Janet Popelka would be appropriate. This change did not require a motion because it is just a change in personnel assignments.

11. Reward/Recognition Implementation: Jeff Janz distributed a memo from Tom Fick regarding the implementation of a new standing committee responsible for reward and recognition of non-instructional academic staff. Jeff suggested that the members of the Assembly review the handout and tabled discussion of it until the next meeting.

12. Future Agenda Items (all)
a. Employment of Retired Unclassified Personnel.

13. Meeting Adjournment: Martin-Terry/Miller moved/seconded adjournment of the meeting which passed by unanimous agreement at 1:15 p.m.

Respectfully submitted,
Rita Subrt, Secretary