

1. **Priority Business**
 - a. Membership Updates
 - b. By-laws Discussion
 - Elections
 - c. Budget Updates
 - d. Search Updates

2. **Chair's Report**

3. **Vice-Chair's Report**

4. **Academic Staff Committee Reports**
 - a. Awards (Weber)
 - b. Elections (Villavicencio)
 - c. Instructional Promotions (Fragola)
 - d. Outreach ((Villavicencio)
 - e. Professional Development (Fragola)
 - f. Titling (Fragola)

(TEMPORARILY ON HOLD-NO REPORTS EXPECTED)

 - g. Title Appeals (Fragola)
 - h. Economic Issues (Rivers)
 - i. Government (Kriska)
 - j. Review (Tumbarello)
 - k. Rewards and Recognition (Tumbarello)

5. **Updates/Announcements/Other Business**
 - a. Transportation & Logistics
 - b. Open Floor

**2019-2020 ACADEMIC STAFF ASSEMBLY
MINUTES
12:30PM - 1:45PM ON FEBRUARY 19, 2020**

PRESENT: Patricia Fragola, Andrew Cole, Terry Tumbarello, Huckleberry Rahr, Abbie Windsor, Rick Pues, JP Villavicencio, Carmen Rivers, Katie Rutenbar, Nadine Kriska, Mike Gorman, Heather Rasmussen (recorder)

EXCUSED: Curt Weber, Joan Stamm

GUESTS: Heather Chermak, Tracy Hawkins

1) Urgent/Priority Business

- a) Heather Chermak, Registrar, addressed Assembly to present proposed calendars for 2021-22 and 2022-23.
 - Proposed 2021-22 calendar - classes will start on a Thursday and before Labor Day and exam week will run Monday through Friday with no study day.
 - (1) Motion to approve the 2021-22 calendar as presented by Tumbarello and a second by Rahr. Motion approved with 10 in favor and one abstention.
 - Proposed 2022-23 calendar is still in process with two versions distributed. One version has a split finals week in the fall semester.
 - Calendar Committee will be meeting on March 10. Chermak invites anyone to share any feedback with either herself or their college rep.
- b) Membership Updates: Curt Weber will be out for the remainder of the semester and is thus resigning from Assembly.
 - Assembly members agreed that Weber's position needs filled on a temporary basis prior to elections.
 - Chair appoints but is open to suggestions.
 - Once Chair appoints, Assembly vote is required. Would like this seat filled prior to next meeting.
 - Appointee must be Instructional Staff from CoBE.
- c) By-laws Discussion – intertwines with elections.
 - Primary question is if the revised by-laws can be completed prior to the elections or if Assembly should use the old by-laws for election parameters. Discussion ensued.
 - (1) Results of general elections need to be reported to ASA by April 8, 2020.
 - (2) Only those on contract for the fall semester are eligible to vote.
 - (3) Achieving balanced representation among all University areas was discussed.
- d) Meeting minutes were approved as follows:
 - Minutes of December 20, 2019, motion by Rutenbar and second by Pues. Approved with two abstentions.
 - Minutes of February 3, 2020, motion by Rahr and second by Cole. Approved with one abstention.
 - Minutes of February 12, 2020, motion by Kriska and second by Pues. Approved unanimously.

2) Chair's Report: None

3) Vice-Chair's Report: None

4) Academic Staff Committee Reports

- a) **Awards:** None.
- b) **Elections:** None.
- c) **Instructional Academic Staff Promotions:** None
- d) **Outreach:** None.
- e) **Professional development:** None.
- f) **Titling:** None.

5) Updates/Announcements/Other Business

- a) Transportation & Logistics (Fragola): None.
- b) Sustainability Council (Fragola): None.
- c) Open Floor: Tracy Hawkins related that Faculty Senate is presenting the Academic Staff resolution for endorsement.

The meeting adjourned at 1:32 on a motion from Rahr and a second by Pues. Passed unanimously.