

**Draft**

## **Minutes**

### **Academic Staff Executive Committee**

**1:30 p.m. to 3:30 p.m.**

**Thursday, May 27, 2010**

**67 Bascom Hall**

**Members Present:** Daña Alder, Jo Ann Carr (Vice-Chair), Heather Daniels (Chair), Charlene Krembs, Carla Love, Mary Ray, Valli Warren

**Absent:** Eric Bauman, Wayne Feltz

**Others Present:** Paul DeLuca

#### **Call to Order/Agenda Review**

The meeting was called to order by Chair, Heather Daniels at 1:30 p.m.

#### **Automatic Consent Business**

ASEC minutes of Thursday, May 6, 2010 were approved as corrected.

#### **Announcements/Good Works**

Motion: Mary Ray to recognize Heather, Charlene, Valli and Bill Barker for initiating “good works” at the September Assembly Meeting. Passed unanimously.

Heather reported over 250 people participated in UW-Madison Service Day.

Donna reported the call for even-district representation is complete.

#### **Business:**

##### **Thank you notes**

Heather will send out year-end thank you notes to administrative guests on ASEC’s behalf.

##### **ASI 2011 dates**

Donna will follow up with the Student Personnel Association and then select Friday, February 18 or 25, 2011 for ASI 2011.

##### **Create list of ASEC regular administrative guests**

ASEC discussed and composed a list to be drafted by Donna and reviewed by Heather.

##### **Review Charges for Task Force on Orientation Materials and for Task Force on Recognition of Academic Staff Contributions**

Donna to revise and send charges to ASEC members for final review.

##### **CASI Letters Follow-up**

Donna to revise letters, which will be reviewed at the next ASEC Meeting.

**Motion to Convene in Closed Session Pursuant to Wisc. Stats. 19.85 (1)(c)**

- Textbook Committee
- Candidate for the Personnel Classification Committee
- Continuing Studies Dean Search Committee
- Appointments to ARCs and Distinguished Prefix Review Committee
- Select ASEC Chair and Co-Chairs for 2010-11
- Memorial Union Redesign Committee

Heather Daniels was elected 2010-11 ASEC Chair and Mary Ray was elected ASEC Vice-Chair.

**Provost Update: Paul DeLuca**

Paul reported that May 26, 2010 emergency exercise went well.

He also said that the Program Array criteria have been resolved to his satisfaction.

**Next ASEC Meeting Agenda June 10, 2010**

- Motion to convene in closed Session pursuant to Wisc. Stats. 19.85 (1) (c)
  - Academic Staff Appointments to:
    - Memorial Union Redesign Committee
    - Personnel Classification Committee
- Approve Charge for Task Force on Recognition of Academic Staff Contributions
- Approve Charge for Task Force on Orientation Materials
- Review Draft CASI Letters and Spreadsheet listing active CASIs
- Follow-up on Performance Planning discussion
- Review governance committees and relationship with ASEC
- Plan August retreat for ASEC and Standing Committee Chairs
- Next ASEC Meeting June 24, 2010 – for decision

**LIAISON REPORTS**

UAPC – Mary Ray

CPC – Jo Ann Carr

Board of Regents – Valli Warren

*Meeting Adjourned at 3:35 p.m.*

*Minutes submitted by Donna Silver, Secretary of the Academic Staff*