Members:

<table>
<thead>
<tr>
<th>Name</th>
<th>Chair</th>
<th>Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kelly Browning (Chair)</td>
<td>Kathleen Hunzer</td>
<td>Molly Van Wagner</td>
</tr>
<tr>
<td>Michael Martin</td>
<td>Jennifer Sell*</td>
<td>Rhonda Petree</td>
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<tr>
<td>Nick Anders*</td>
<td>Patti Ford</td>
<td>Melissa Perez*</td>
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<tr>
<td>Karl Peterson*</td>
<td>Brenda Creighton</td>
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</tbody>
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*Absent

Guests: Dr. Walter Wietzke, UWR Philosophy Department

Call to Order: 10:05 a.m. by Kelly Browning

Seating of Substitutes: None

Approval of minutes for December 8, 2015 meeting: Moved by Kathleen Hunzer. Seconded by Patti Ford. Unanimously approved.

Chair’s Report – Kelly Browning:
- Reminder of mid-year review for non-instructional academic staff. Brenda will post in Falcon Daily this week.
- Merit Policy subcommittee has met and will be meeting again with the Chancellor, Provost, and Assistant Chancellor for Business and Finance in the next few weeks.
- Rose Rude has been forwarded by the ASC to serve on the new Administrative Committee for Veterans.
- Board of Regents Awards have been submitted.
- Open Meeting Law update-ASC subcommittee meetings are required to post their meetings on the academic affairs calendar with the subject matter at least 24-72 hours prior to the meeting. Wis. Stat. §§ 19.81-19.98.

Academic Staff Representative’s – Mike Martin
- Next meeting is Friday, 1/29/16 – The agenda includes new tenure policies, rolling appointments and indefinite appointments.

Handbook revisions for approval:
1. Motion on Faculty and Staff Handbook Changes to Chapter 6.4, Recruitment (see attached document for the revised policy) (2015-16/1)
   Approved with following Amendments:
   6.4.4.1- removal of the 5th line on the table titled Committee Structure (eliminate box below)

<table>
<thead>
<tr>
<th>Non-instructional Academic Staff</th>
<th>Serves and votes</th>
<th>Serves and votes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full &amp; Part Time in Interim (or Emergency Hire) Appointment</td>
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</table>

Add footnote to box below stating “Non-instructional Academic Staff in a full time interim or emergency hire appointment may serve if they have a minimum of 2 years of service at UWRF.”
Moved by Kathleen Hunzer. Seconded by Mike Martin. Unanimously approved.

2. Motion on Faculty and Staff Handbook Changes to Chapter 6.15, Academic Staff Promotion / Title Change Recruitment (see attached document for the changes) (2015-16/2). Approved with the following amendments.

Approved 6.15.2.5 and 6.15.1.5 with the following amendments.

6.15.2.5 Added the appeal process with the following wording updates in bold:

An Academic Staff member may appeal the decision of the Academic Staff Promotion/Title Change Committee (ASPTCC). An appeal can be successful if one or more of the following factors are evident; the decision is (a) arbitrary or capricious; (b) in violation of a university policy; or (c) based on an unlawful act (e.g. discrimination, retaliation).

Upon receipt of an appeal, if the appeal is untimely or fails to include one or more of the factors above, then the Chancellor may dismiss the appeal. Otherwise, the Chancellor shall forward the appeal to the ASPTCC for consideration. The ASPTCC may conduct a review on the record with the academic staff member, hold a hearing or request additional written information from the member in order to determine whether the decision was proper. The standard of review shall be by a preponderance of the evidence. The ASPTCC may use any reasonable procedures to conduct their review that will provide a fair and neutral process. At the conclusion of its review, the ASPTCC shall notify the Chancellor of their recommendation and findings in writing. The Chancellor may either accept, reject or modify the ASPTCC’s recommendation. The Chancellor’s decision will be considered final. Granted appeals will become effective July 1 consistent with 6.15.1.2.E.

6.15.1.5 – Committee Composition – removal of the Chancellor from the ASPTCC.
Moved by Mike Martin. Seconded by Kathleen Hunzer. Unanimously approved.

The remainder of the policy is tabled for re-drafting. Moved by Kathleen Hunzer. Seconded by Mike Martin. Unanimously approved.


Meeting adjourned at 11:02 a.m. Moved by Molly Van Wagner. Seconded by Kathleen Hunzer. Unanimously approved. Next meeting is February 16, 2016 from 2-3 pm in 140 KFA