September:
1. By September 15th: First meeting should be called by the convener as established at the preceding May meeting.

2. Review committee appointments from Spring to ensure committees have needed members (no retirements, resignations or change in willingness to serve). Every other year, committee members will email listed academic staff committee representatives to verify their willingness to continue serving.

3. Chair should request a list of academic staff members with 50% or greater appointment from Human Resources.

October:
1. Follow up meeting on committee vacancies and any other business.

2. Senate Liaison will take the committees’ recommendation for filling vacancies to Academic Staff Senate for approval.

November:
1. Meet As Needed

December:
1. Meet As Needed

January:
1. Meet the second week after Semester begins.

2. Begin work for the Spring Elections

February:
1. By February 1st, send out standard Interest Form for Senate seat elections, committee vacancies & Award for Excellence committee with one week turn around.

2. From Employee Handbook, Part I: Article V:
Section 2 Eligibility for Election to the Academic Staff Senate

To be eligible for election to the Academic Staff Senate, an academic staff member must hold at least a half-time academic staff appointment for the entire academic year.
Academic staff members shall be ineligible for election during their first semester of employment at UW-Platteville. An individual academic staff member may stand for election to one seat only in any given election.

3. For other committee appointments, individuals less than half-time are eligible for committee participation.

4. By middle of February, meet to prepare ballot for election and submit to Web Development for preparation.

March:
1. Early March, election is held. Balloting will be done through IT voting booth.

April:
1. Meet and discuss election results and make recommendations to Senate.

2. By Third week: Senate Liaison takes election results and committee recommendations to Academic Staff Senate for approval.

3. After approval by Senate, committee will notify
   a. the chair of Faculty Senate’s Elections and Appointments committee of the new committee memberships requesting the names of academic staff be put on committee list
   b. the academic staff member and provide them with their respective committee chair’s name and contact info as well as web site of their committee
   c. Liz Schaal, Provost’s office, of committee memberships so the committee’s website can be updated
   d. those that were not appointed

May:
1. First week: Senate Liaison prepares and presents annual report for last Academic Staff Senate meeting of the year per the Academic Staff Bylaws. See attachment A for example.

2. Select convener for next academic year

Other Considerations:

1. Record Retention of Interest Forms and Ballots –
2. Request change access for the S drive
**Attachment A:** Sample Annual Report for Academic Staff Senate – FOR ILLUSTRATIVE PURPOSES ONLY, Actual appointments may not be accurate.

### 2008-2009 ACADEMIC STAFF SENATE

1. **Area I**  
2. **Area II**  
   - Cathy Riedl-Farrey (2007-2009)
3. **Area III**  
   - Hal DeLaRosby (2006-2008)
4. **Area IV**  
   - Scott Soja (2007-2008)
5. **Area V**  
   - Donna Gavin (2006-2008)
6. **At-Large**  
7. **At-Large**  
   - Scott Ringgenberg (2007-2008) Area IV
8. **At-Large**  
   - Pusaporn Tabrizi (2007-2007) Area IV
9. **At-Large**  

**Ex Officio**  
- Dr. Carol Sue Butts

### Elections & Appointments Committee

1. **Area V**  
   - Jeff Tebbe (2007-2009)
2. **Area I**  
3. **Area IV**  
   - Priscilla Hahn (2007-2009)
4. **Area V**  
   - T.A Sandberg
5. **Area II**  
   - Cathy Riedl-Farrey (2008-2010) Senate Liaison

### Professional Development Committee

1. **Area V**  
   - Julie Phillips (2008-2010)
2. **Area I**  
   - Susan Fager (2008-2010)
3. **Area III**  
   - Artanya Wesley (2008-09)
4. **Area V**  
   - Cathy Cornett (2008-09)
5. **Area I**  
   - Alicia Prill-Adams (2008-09) Senate Liaison
<table>
<thead>
<tr>
<th>Personnel Commission Committee</th>
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<tbody>
<tr>
<td>1) Area I Randy Mentz (2007-2009)</td>
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<td>2) Area II Kim Schmelz (2006-2008)</td>
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<td>4) Area IV Pat Foster (2006-2008)</td>
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<td>5) Area V Scott Ringgenberg - Chair (2007-2008)</td>
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<td>6) At-Large Kathryn Lomax (2007-2009)</td>
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<td>* Senate Liaison Matt Zielinski</td>
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<td>** Ex-Officio Kathleen Kelley</td>
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<th>Academic Staff Award for Excellence Committee</th>
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<tr>
<td>Senator- At Large- Area I -</td>
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<td>Area II - Area III - Area IV -</td>
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<td>Area V -</td>
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<tr>
<th>Faculty Councils</th>
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<tbody>
<tr>
<td>1) Academic Planning Council (1) Fahmida Masoom</td>
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<td>2) Race &amp; Ethnicity Council (2) Vickie Dreessens, Anna Mroch</td>
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<td>3) Women's Council (1) Tammy Salmon-Stephens</td>
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<td>4) Sexual Assault Awareness Council (1) Sheila Trotter</td>
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<th>Faculty Commissions</th>
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<tbody>
<tr>
<td>1) University Academic Budget Commission (1) Wendy Stankovich</td>
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<tr>
<td>2) Campus Planning (3) Clyde Holverson, Scott Soja, Rich Zach</td>
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<tr>
<td>3) Academic Information Technology Commission (1) teaching, Donna Gavin</td>
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<tr>
<th>Faculty Committees</th>
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<tbody>
<tr>
<td>1) Ethics Committee (2) Deb Becker, Donna Anderson</td>
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<tr>
<td>2) Improvement of Learning Committee (1 teaching) T.A. Sandberg</td>
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</tbody>
</table>
University Committees

1) Academic and Institutional Research (1) Micah Andrews
2) Affirmative Action and Equal Opportunity Committee (2) Cyndi Reuter, Colleen Schmidt
3) Alcohol and Drug Advisory Committee (2) Rhonda Viney, Roger Meyer
4) Animal Care & Use Committee (1) Gloria Stuckey
5) Assessment Oversight Committee (1) Sherri Nevins (student affairs rep)
6) Commencement Committee (2) Barb Daus, Amy Nemmetz
7) Environmental Impact Committee (2) Sheila Trotter, Larry Austin
8) Hazardous Waste & Hazardous Materials Committee (2) Clyde Holverson, Dennis Cooley
9) Health Care Committee (1) Linda Mulroy-Bowden
10) Institutional Review Board for Human Subject Review (1) Vickie Dreessens
11) Intercollegiate Athletic Committee (1) Tom Antczak
12) Library Committee (1) Sharon Carns
13) Registration Committee (1) Sara Davis
14) United Way Committee (1) Sharon Pink
15) University-Committee Business Competition Review Committee (1) Jim Mueller
16) University International Education Committee (1) Rebecca Gottlieb