Notes from the meeting:


Amanda Smoot called the meeting to order.

The first item of business was the election of the assembly chair and vice-chair. The consultative committee put forward a recommendation to the assembly that the vote the chair and vice-chair of the P & A consultative committee as the chair of the assembly also. A motion was put forward to elect Amanda Smoot as the chair and Jodie Double as the vice-chair. Kathy Witherow accepted the motion and Julie VanSteenbergen seconded it. All were in favor of the vote.

Amanda mentioned that she and Jodie would bring forward to the faculty that we would like the by-laws to be amended to state that the chair and vice chair be elected for both the consultative committee and the assembly as opposed to the possibility of two sets of chairs as it reads in the by-laws.

Jodie provided an overview of the P & A Leave policy that was adopted last year. The amount of leave granted is based on years of service and the leave must enhance your job performance. Applications are available on HR’s website.

Jodie provided a CAPA update on behalf of Laura Weber, our chair of the CAPA committee. Jodie is the vice chair. We are encouraged to attend CAPA meetings as visitors. We’ll need to elect a new representative in 2009. Jodie mentioned that CAPA’s website is good and encouraged us to visit it.

Amanda asked the assembly when a good time would be to schedule the assembly meetings. The group agreed that Wednesdays would be the best day and that the fall meeting will be in Rapson and the spring meeting will be in McNeal.

Jan Batt, HR Director, provided a reminder of the Personal Holiday for P & As and that it needs to be used December 19th through January 16th for this fiscal year. It also applies to graduate students. A 25% TA/RA would be entitled to 4 hours off. Jan thought that the personal holiday would become an on-going holiday. Jan also updated the group that March 3rd we’ll be going to tracking vacation online. Vacation will be tracked in half-day and full-day increments.

The meeting was adjourned.