

Minutes of the Academic Staff General Assembly

November 30, 2006

Phoenix Room C, University Union

Presiding Officer: Paula Ganyard, Chair, Academic Staff Committee

Parliamentarian: Clifford Abbott, Secretary of the Faculty and Academic Staff

Present: 47 people (academic staff members, officers of the University, and a couple of faculty)

1. Call to order by the presiding officer at 2:04 p.m.

2. Provost's Report. Provost Hammersmith reported on three analyses currently under review. The first was a recently distributed report from the Comprehensive Academic Program Review Committee that proposes a number of measures of program quality and a way to display them. The second was an Equity Analysis reviewing where minority students may be having (in)equitable experiences. This report, which contains some clear success stories and identifies a few problem areas, will be more widely available after the holidays. The third is a report of survey results from the National Survey of Student Engagement (NSSE) which puts UW-Green Bay behind other institutions on a number of measures. The Provost then mentioned her support for a number of initiatives in encouraging more active learning in some large gateway courses. She noted that work is under way clarifying some of the institution's food policies. She concluded with a hopeful discussion of the Growth Agenda, reporting agreements made with four local area technical colleges and progress on a proposed BAS degree.

3. Chancellor's Report. Chancellor Shepard announced a couple of honorees for the next commencement and then plunged into a discussion of budget planning. The major problem is the number of unknowns such as: the Weidner Center; common systems and state chargebacks; remission of veterans' tuition; utility costs; and exercises in administrative cuts that may or may not become real. He balanced these cost uncertainties with the more positive possibilities of the Growth Agenda. This led to a reading of the political winds and a candid assessment of supports and barriers on the political landscape.

4. Academic Staff Committee Chair's report.

a. Proposed changes to the Academic Staff Handbook. This action changes the body that hears appeals due to layoffs for program or budget reasons from the Academic Staff Committee to the Academic Staff Personnel Committee. The action has been approved by the Chancellor and is now in effect.

b. Letter of support for the Growth Agenda. This is a letter to President Reilly documenting Academic Staff support for the UW Growth Agenda and more specifically for UW-Green Bay's Growth Agenda. There being no objection from the Assembly, the Chair will send off the letter.

c. Required background checks. A policy is in preparation for requiring checks on criminal conviction for new employees. When prepared, it will be review by the Academic Staff Committee and the University Committee.

d. Legislative Audit Bureau report of Personnel Policies and Practices. This report has prompted some legislative hearings that may turn into changes of policy for the reporting of sick leave and a few other practices. The Academic Staff Committee will keep a close eye on this.

e. Other items. The Chair's report also included a number of items not on the agenda: a draft of the layoff process guide due in February; a process for administrator evaluations; pay plan recommendations; academic staff performance evaluations; and a request for nominations for the Academic Staff Regents Award (see the attached ASC Chair's Report).

5. Committee Reports. Reports (attached and available on-line) were received from the following standing committees:

- a. Legislative Committee (given by Jan Malchow)
- b. Nominating Committee (given by Jennifer Pfundtner)
- c. Orientation Committee (given by Karla Miller)
- d. Personnel Committee (not given)
- e. Professional Development Allocations Committee (given by Marlys Brunsting)
- f. Professional Development Programming Committee (given by Mary Spencer)

6. Proposed Revision of UW-Green Bay Select Mission. The Chair invited reactions to a draft of this proposal and invited Tim Sewall to respond to questions. Tim fielded a few questions on the process of revising the mission statement and plans for its adoption. The Chair also suggested that a possible accompanying statement of institutional values might well include an appreciation of professional staff.

7. Engaging Students. Here the Assembly was provided some of the data from the National Survey of Student Engagement (NSSE) and asked what academic staff might do in response. Several people raised issues of interpretation in trying to understand why we come off so badly: compensation issues, numbers of commuter students, other institutions we are measured against, lateral communication across departments, and getting key information to students. One suggestion was to hold focus groups among students to understand the issues better. A few positives were noted (percent of students in student organizations and the number of on-campus student workers). The Provost suggested taking a closer look at some schools that fared well on NSSE.

8. Adjournment. The Chair asked for any other concerns and hearing none, adjourned the Assembly at 3:30 p.m.

Respectfully Submitted,

Clifford Abbott, Secretary of the Faculty and Academic Staff

**2006-07 ACADEMIC STAFF
COMMITTEE REPORTS
ATTACHED BELOW**

**Academic Staff Committee
Chair's Mid-Year Report
November 30, 2006**

1. Introduction of Academic Staff Committee Members

- a. Sherri Arendt, System Academic Staff Rep
- b. Sue Bodilly
- c. David Dettman, Secretary
- d. Dan McIver
- e. Paul Pinkston
- f. Grant Winslow, Vice-chair

2. Change to the Academic Staff Handbook

This is a change to section 7.06 of the Academic Staff Handbook. It changes the hearing body for layoffs from the Academic Staff Committee (ASC) to the Personnel Committee. The ASC felt that it was better to have one group be the hearing body for two reasons, 1) cuts down on confusion of which committee is responsible, and 2) only one committee needs to be trained in how to conduct a hearing. This change was passed by the ASC and since it needs to further action by the general assembly the change was sent to the Chancellor and approved today.

3. Letter of support for the UW Growth Agenda

President Reilly asked that all Academic Staff governance groups consider writing a letter of support for the UW Growth Agenda. The ASC decided that it was something that we should do and specifically we should mention the support for the UW-Green Bay Growth Agenda. A copy of this letter was attached to the agenda. If there are no concerns about such an action the letter will be mailed today.

4. Required background checks

UW System is requiring that all of the UW campuses draft a policy on conducting background checks (Criminal Conviction Checks) on all new hires. This was supposed to go into practice January 1, 2007, but system has given campuses until May 1, 2007. Once Sheryl Van Gruensven receives the requirements from system she and Melissa Jackson will develop a policy. They will in turn share this policy with the ASC and University Committee (UC) for feedback. One issue that concerns the ASC and the UC is the cost involved in doing these checks and how that will be funded.

5. LAB report on Personnel Policies and Practices

At the request of the Joint Legislative Audit Committee and the UW President, the Legislative Audit Bureau evaluated UW System's personnel policies and practices as they related to:

- the use and reporting of sick leave and vacation time by unclassified staff
- the availability of "back-up positions" and extended paid leave to unclassified staff in administrative positions;
- the employment of consultants; and
- the use of faculty sabbaticals.

The first item being of most importance as it affects all academic staff. The findings in regards to the sick leave and vacation time were that unclassified staff and particularly faculty reported using considerably less sick leave than classified staff or other state employees. System has until next June to submit a reply to this report. The ASC will be keeping a close eye on this because it has been suggested that this will lead to a change in how we report our sick leave and vacation time.

6. Layoff Process Guide

ASC members Grant Winslow, Dan McIver, and Dave Dettman are working developing a guide that will help staff through the layoff process. This is NOT to suggest that there will be layoffs this year, but rather this is a document the ASC has wanted to have for some time now. Once it is finished we will distribute it to staff for their information.

7. Administrator evaluations

Last year the UC conducted a survey evaluating the administration. For various reasons that have been listed elsewhere, the ASC decided not to participate in that survey, but wanted to be involved in creating a process that could be used by both groups that benefited all parties. A joint subcommittee has been formed and was convened by Melissa Jackson. The committee is comprised of Sue Bodilly and Grant Winslow from the ASC and Terry O'Grady and Dean Von Dras from the UC. This committee is currently looking at various tools and will have a recommendation for the ASC and UC in the next few months.

8. Recommendation on the chancellor's 10% discretionary fund

Once again the ASC recommended that the 10% be used to fund first career progressions, second title changes, and third market/equity adjustments. We have also asked that we work with the administration this year to come up with a process that would allow for academic staff to be able to be considered for one of these three salary adjustments even if their unit is unable to fund them, which is the current policy.

9. Academic Staff Performance Evaluations

As of November 15, one month after evaluations were due to the SOFAS office, there are still 37 academic staff and 18 instructional academic staff without reviews. The ASC is committed to making sure that all of the academic receive a review each year, so we will continue to follow-up on this.

10. Academic Staff Regents Award for Excellence Nominations reminder

The Nominating Committee is currently accepting nominations for the UW Regents Award for Excellence. Please consider nominating a fellow Academic Staff member.

Respectfully submitted,

Paula Ganyard, chair

**Academic Staff Legislative Committee
Academic Staff Assembly Mid-Year Report
November 30, 2006**

The Academic Staff Legislative Committee for this year includes Dan Spielmann, Andy Speth, Terri Johnson, Mark Kiehn, Kelly Kramp, Pao Lor and Jan Malchow.

The committee attempted to marshal support against the TABOR proposed constitutional amendment. Members attended a public forum at the Brown County Library in spring discussing the proposed amendment.

This fall, the committee organized and hosted candidate forums on campus for state legislative races and participated in the debates held for the Eighth Congressional District race. These provided the campus community with the opportunity to meet candidates in person and hear about their positions on issues.

The committee will be encouraging support for the University Growth Agenda and monitoring its progress through the state budget process in the coming months.

Respectfully Submitted,

Jan V. Malchow
Chairperson

**Nominating Committee
Mid-year Report
November 30, 2006**

Members:

Todd Sanders, chair
Brenda Amenson-Hill, secretary
Brock Neverman
Jen Pfundtner

Summary of Committee Activities:

1. Met three times (07/20, 08/14 and 09/25)
2. Selected six Academic Staff members to forward to the Academic Staff Committee to fill positions on the search and screen committee for the Dean of Liberal Arts and Sciences
3. Selected four Academic Staff members to forward to the ASC for consideration for serving on the Campus Community Building Council
4. Selected two Academic Staff members to forward to ASC for the Capital Campaign Internal Committee
5. Updating the "Governance and Committee Opportunities for Academic Staff" brochure
6. Creating a "New Employee" brochure that will stress the importance of participating in governance – to be used by the Academic Staff Orientation Committee
7. Seeking nominations for the 2007 Academic Staff Regents Award for Excellence – sent campus-wide e-mail and posted in the Log

**Academic Staff Orientation Committee
Mid-Year Report for 2006-2007**

November 30, 2006

Committee Members: John Gerow, Karla Miller, Lynn Niemi, and Pat Theyerl

Committee goals as part of the charge for 2006-2007:

- Develop a timeline when a new employee should start being informed or involved with academic staff governance.
- Identify additional opportunities for new employees to attend informal meet/greet gatherings on campus to interact with other faculty, staff and students that they may not necessarily have the opportunity to meet during their daily routine.

The Committee has been in contact with Human Resources to:

- Determine the current processes in place for new employee orientation and what role the ASOC plays in this process.
- Develop an effective and timely means of receiving the names of new academic staff from Human Resources.

Immediate goals include:

- Based upon our charge, to work with the Nominating Committee to develop a session to introduce governance opportunities to new staff at UW-Green Bay.
- The Committee is in the process of developing a needs survey to help us determine what information is most helpful for new staff members, when this information would be best received, and means of delivery (meeting, mentor, etc.). This will help the committee make changes to the existing mentoring program (if needed) and coordinate future information sessions and meet/greet gatherings in an effective manner.

Respectfully Submitted,

Karla Miller
Academic Staff Orientation Chair

**PERSONNEL COMMITTEE
MID-YEAR REPORT
NOVEMBER 30, 2006**

September 13, 2006

- Welcome – Election, Eileen Kolb, Chair Mary Valitchka, Recorder.
- Grant Winslow Explained Charge
- Received a request from Chancellor to be included in an up coming meeting – The committee replied favorably. (9-11-06)

September 28, 2006

- Meeting with Chancellor, Tom Maki concerning exception to search process

October 11, 2006

- Met to discuss charge for the New Year and what was needed. Including Telecommuting, alternative work schedules, reviewing position movements and other items

October 30, 2006

- Went over policies from charge from Academic Staff handbook and UW System handbook for the above charge items. The committee decided we would need more information from Academic Staff Committee. Request will be sent out to HR requesting all pertinent materials concerning position changes.

October 31, 2006

- A request was received by the committee to provide names from the Personnel Committee to participate in a hearing. The names were forwarded to the SOFAS Office on 11-02-06.

November 28, 2006

- First meeting for the Personnel Committee hearing.

Academic Staff Professional Development Allocations Committee
Mid-Year Report
November 30, 2006

The Allocations Committee members are: Kristy Aoki, Marlys Brunsting, Lynn Niemi, Anne Seidl, and Zach Voelz

1. Our initial budget this year is \$11,711 (\$5711 from System, up to \$6000 from the Provost):
 - a. Programming Committee shares our budget (1/3)
 - b. Our portion = \$7394.79
2. To date, we have awarded \$2909.86 to 7 people.
3. Last year when the committee met we were on a quarterly meeting schedule instead of a monthly meeting schedule. That seemed to work out well, so we continued that schedule this year. But we have had 3 requests for proposal reviews from people who were traveling before our next meeting. We've handled all of those via email, but see a need to change our meeting schedule again. Since this is part of the official guidelines, we requested that the ASC amend it to meeting at least 6 times per year (3 per semester). Our spring meeting dates will be:
 - January 30
 - Late February or early March
 - April 24
4. We continue to struggle with stretching the dollars to meet the most number of requests in an equitable way.
5. At the request of the ASC, we are looking into the following issues:
 - a. Other funding sources – Lidia Nonn has provided us with access to a grants database that the university subscribes to. We will publish that information in the LOG.
 - b. Historical Funding Analysis – we will review requests from the last 5 years to see if travel costs have gone up and how our budget has kept pace.
 - c. Survey of academic staff - are people aware that funding is available? Are departments on campus able to match funds? Have people been denied funding because their department couldn't match funds? Do individuals provide personal funds to match? Look for that survey sometime in the spring.

Submitted by Marlys Brunsting, Chair
November 30, 2006

Academic Staff Professional Development Programming Committee
2006-07 Mid-Year Report
Delivered to Academic Staff General Assembly
November 30, 2006

Committee Members: Juliet Cole, Poppy Grant (Treasurer), Erik Howard, Gloria Meyer (Co-Chair), Mary Anne Spencer (Co-Chair), Sherri Arendt (AS Liaison)

The committee met three times to discuss programming plans for the 2006-07. The committee decided to continue to take advantage of speakers who are already invited to campus if appropriate topics were available; however, the members wanted to concentrate on programs directly related to the charge they received from the Academic Staff Committee. The committee also wanted to provide several longer sessions to have time for more hands-on activities.

- 1) The committee sponsored a program on working with diverse student groups on October 11, 2006 **Expanding Boundaries** 2 to 4 p.m. Presented by Jane Swan and Darrel Renier of the Academic Advising Office. The presentation provided insights to working with diverse student groups within the day-to-day operations of the office and provided insights to avoiding situations that are perceived as hostile to minority students because of cultural differences. **25 people attended**
- 2) The committee has been talking with a national speaker, Jane Boucher, to provide a three-hour program on "How to Build A High Performance Work Team" on February 13, 2007 from 9 a.m.- 12 Noon with continental breakfast beginning approximately 8:30 a.m. This is our biggest program this year and this workshop will address the leadership charge that we received from the ASC. Jane Boucher has presented for numerous national conferences and one of the committee members has attended one of her programs. Jane's client list includes Medical Group Management Association, General Motors, IBM, Toyota, Prudential, Inc. Magazine, FDIC and the United States Air Force. More than 1,000 radio and television programs including CNBC, CBN and CNN have interviewed her. National publications like Forbes and Guideposts have featured Jane's latest book, How to Love the Job You Hate: Job Satisfaction for the 21st Century. Through these endeavors, Jane has established herself as a recognized national authority on workplace issues. The committee was very interested in providing a program which would capture some of Jane's energy and enthusiasm. We will be doing some advertising soon for the academic staff and the senior staff to encourage them to attend.
- 3) The committee is making arrangements to provide a program to be presented by Jane Birr, on March 29. We are still discussing the topic with the presenter but want to address how personal well-being can help you find satisfaction in your work and everyday life. This topic also addresses one of the ASC charges to the committee.
- 4) The committee has contacted Sheryl Van Gruensven, in Human Resources, re: a presentation on Academic Staff benefits. The Human Resources office has been providing information sessions for employees which seemed to address some of the issues employees wanted addressed already, so this session will be discussed further to see if there are additional topics that would be of benefit to the academic staff.

- 5) The committee would also like to plan a fall program as a carryover so next year's committee has time to organize other events. It was a great help to have one program planned in order to concentrate on developing others. We are thinking about workshops on technology updates and/or humor in the workplace.

In addition, our plan is to conduct a new survey of all academic staff no later than February 2007 to obtain feedback for planning for the 2007-08 year. Erik Howard has agreed to get this ready for distribution to the academic staff.

Prepared by Mary Anne Spencer, Co-Chair.

11/30/06