

**ACADEMIC STAFF ASSEMBLY**  
**Meeting Minutes – 16 June 2009**  
**Phoenix Rooms – University Union**

**Present:** Approximately 60 members of the Academic Staff were present, including:

Tom Harden, Chancellor	Bill Laatsch, Interim Provost
Mike Stearney, Asst. Dean for Enrollment	Sue Keihn, Dean of Students

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**1.) CALL TO ORDER**

The assembly was called to order at 3:05 p.m. by Lisa DeLeeuw, Academic Staff Committee (ASC) Chairperson

**2.) 2008-09 COMMITTEE REPORTS (Full Reports Attached for items d-h)**

- a. Introductions made of current and new ASC members and Sherri Arendt, UW-Green Bay's Academic Staff representative to the UW System.
- b. Special thanks to Dan McIver and Paul Pinkston who will rotate off the ASC at the end of this year.
- c. Special recognition for AS Emeritus status approved for:
  - i. Jane Rank, Manager for Safety and Risk
  - ii. Karen Swan, Director of Health Services and the Counseling Center
- d. Legislative Committee Report delivered by Sherri Arendt.
- e. Personnel Committee Report delivered by Paula Ganyard.
- f. Professional Development-Allocations Committee Report delivered by Aubrey Schramm.
- g. Professional Development-Programming Committee Report delivered by Sue Bodilly.
- h. Leadership and Involvement Committee Report delivered by Mark Olkowski.
- i. ASC Chairperson, Lisa DeLeeuw, invited all Academic Staff members to become more involved with appointive committees and events in the coming year.

**3.) INFORMATION EXCHANGE WITH CHANCELLOR HARDEN AND INTERIM PROVOST LAATSCH**

**PROVOST REPORT**

- a. Discussed several events that he has enjoyed over the years of his employment at UW-Green Bay and how these events, in addition to being good fun, were good community builders for the campus and brought the various governance groups together on a regular basis.
- b. Thanked the Academic Staff for supporting his efforts as Interim Provost this past year.

#### 4.) CHANCELLOR HARDEN REPORT

- a. Thanked Interim Provost Bill Laatsch and Interim Chancellor Dave Ward for their service to the University over the past year.
- b. Underscored his strong belief in the value of the Academic Staff Committee and in campus shared Governance, in general.
- c. Thanked everyone for their warm welcome thus far and encouraged everyone to find “fun” in their work at UW-Green Bay
- d. **Open Forum/Questions:**
  - i. Furloughs: No new information to share. We are waiting for definitive information from the Governor’s Office and will share that information immediately. Chancellor Harden does not think that there will be very much flexibility on this issue. We should know more by July 1. In the meantime, check out the Q & A Section of the OCER website. The link to this site went out to all UW-Green Bay faculty and staff last week.
  - ii. Campus Vision: No major announcements yet. The chancellor is addressing those issues that can be dealt with in very short order. He wants to find out what the campus community thinks about our “campus vision.” He plans to visit all campus departments over the coming weeks and months and will use formal and informal methods to learn everyone’s opinions.
  - iii. Structure of Cabinet: No major changes at this point. However, Chancellor Harden does feel that the cabinet is too large as it stands right now. Some changes may be made in the future.
  - iv. Professional Development: The chancellor is supportive of Professional Development, but understands that this may have to be cut to a degree in order to cut expenses and to save jobs.
  - v. Meetings with Parents: Enjoyed meeting with parents of new students recently and they were very supportive and appreciative of the University’s efforts on their children’s behalf.

#### 5.) RECOGNITIONS

- a. Chancellor Harden recognized Interim Provost Bill Laatch for his service to the University.
- b. Interim Provost Laatch thanked the members of the Academic Staff Committee and recognized outgoing ASC Chairperson, Lisa DeLeeuw.

#### 6.) ACADEMIC STAFF ELECTION RESULTS (for 2009-10)

Academic Staff Committee: David Kieper, CIT  
Linda Parins, AVD

Personnel: Aubrey Schramm, Adult Degree  
Steve Newton, Career Services

Prof. Dev./Allocations: Ashley Moreno, Student Services  
Deanne Kusserow, Academic Advising  
Diane Blohowiak, CIT

**7.) ACADEMIC STAFF LEADERSHIP CONFERENCE, “*On the Move*”**

- a. July 22-24 at UW-Whitewater
- b. The Provost’s Office will underwrite four AS from UW-green Bay to attend the conference. Contact Mark Olkowski with the Leadership and Involvement Committee if you are interested in attending.
- c. Registration is due July 15, 2009
- d. Learn more about the conference at <http://www.uww.edu/asa/onthemove/>.

**8.) ADJOURNMENT**

Assembly adjourned at 3:55 p.m.

**All meetings are open unless otherwise stated.**

*Respectfully Submitted by Eric Craver, Recording Secretary, Academic Staff Committee*

## **COMMITTEE REPORTS**

### ***Senate Legislative Affairs Committee***

June 16, 2009

To: Cliff Abbott, Secretary of the Faculty and Academic Staff  
Re: 2008-2009 Senate Legislative Committee Annual Summary Report

The Members of the Academic Staff Legislative Committee were

- Christina Trombley, 08-09 (Chair)
- Sherri Arendt, 08-09 (Secretary)
- Dan McIver, 08-09
- Daniel Rohrer, 08-09
- Dan Spielmann, Interim Assistant Chancellor for University Advancement (*ex officio*)

This year, the Faculty and the Academic Staff Senate Legislative Affairs Committees again agreed to meet together to foster close cooperation. The dates, times, and members present during these meetings are recorded in the minutes for the committee, which are available in the Office of the Secretary of the Faculty and Academic Staff.

This year, the committee was successful in bringing Senator Dave Hansen to campus. The Senator met with over 30 faculty and staff to discuss his bill on collective bargaining. He made some brief remarks and then opened the floor for questions. The event was well attended and the information well presented.

As a cooperative shared committee, we tried to meet monthly. Topics of our meetings included:

- Collective Bargaining
- Advantages of forming a joint collective bargaining unit for Faculty and Academics Staff
- Reviews of the State and campus budget numbers
- Discussions on deepening cooperation between Faculty and Academic Staff Senates
- Participation in TAWUP sponsored information sessions on Collective Bargaining.

Respectfully submitted,

Christina Trombley, Chair

**Academic Staff Personnel Committee  
Final Report for 2008-09  
June 16, 2009**

The 2008-09 Academic Staff Personnel Committee, consisting of Joanie Dovekas, Paula Ganyard, Russell Leary, Shane Kohl and Grant Winslow, received its official charge on December 17, 2008. The charges consisted of seven codified objectives as well as four supplemental objectives provided by the Academic Staff Committee.

The group met four times during the spring semester, including a February 17<sup>th</sup> meeting with HR Director Sheryl Van Gruensven to learn more about the role her office could play in meeting the objectives of the Committee charges. From these meetings, the Personnel Committee would ask that the Academic Staff Committee consider these points for the 2009-10 term:

1. The ASC should work closely with the 2009-10 Personnel Committee to review each of the charges currently found in code. It appears that many of the charges are outdated, irrelevant, redundant or impossible to achieve. For example, several of the charges targeting position vacancies and conversions are now handled by the campus Position Review Committee.
2. The ASC should work to clarify the role and purpose of the Personnel Committee. Is it a group that is designed to serve as an unofficial Human Resources Office for Academic Staff with HR-related questions? Or is it solely a group that will serve as a hearing body in cases of promotion issues and grievances?
3. While the group did not serve as a hearing body for any grievances this year (nor has it for several years), the Personnel Committee anticipates that the current budget situation may trigger hearings in the near future. The ASC should ensure the Personnel Committee has all of the tools necessary to serve as an informed, effective group.

Respectfully submitted,

Shane R. Kohl  
Chair of the 2008-09 Personnel Committee

Leadership & Involvement Committee Summary  
General Assembly  
June 16, 2009

This was the first year for this committee following a merger of the Nominating and Orientation committees during the 2007-08 year. We looked at two projects this year. The first was orientation needs that are not being met. After consulting with Human Resources about what they are doing and reviewing the online orientation program HR has assembled, the committee felt that end of orientation was in very good shape. We looked at mentoring and decided to try something different. We invited new academic staff to attend our committee meeting so that we could hear how their transition has gone and answer questions they may have. Only one of our invited guests actually attended, so that portion of orientation may need more work next year.

Our other large project was this year's election. With a change in software, we had several meetings with one of the MIS Programmers to develop what became this year's ballot. At the same time we put together a timeline and some goals for improving the election process. We wanted to increase the amount and quality of communication in the process. This included setting up mail merge documents for that person touch, making sure information was available about the various committees, and that newly elected committee members had some informal transition or training time before being responsible for decision making. As with any timeline, there were a few unexpected bumps and oops, but overall we were pleased at the foundation we have set up for next year's committee to pick-up and run with it.

I would like to thank the members on the committee for their efforts and input:

Katrina Hrivnak – Registrar's Office  
Mary Kulenkamp - Student Service Center  
Mark Olkowski – Dean of Students Office  
Aubrey Schramm – Adult Degree  
Melissa Jackson – Legal Counsel  
Jennifer Hendryx - Adult Degree  
Eric Craver – (ASC Liaison) Adult Degree

Date: April 28, 2008

Re: ASPDAC

Committee Members: Andy Speth, Zach Voelz, Amy Van Oss, Kelly Kramp, Kristy Aoki

The Academic Staff Professional Development allocations Committee allocated the following people money for professional development activities:

Grant, Poppy  
Newton, Steven  
Peacock – Landrum, Linda  
Seidl, Ann  
Voelz, Zach  
Blahnik, Brent  
Kazenbach, Nora  
Pfundtner, Jen  
Pinkston, Paul  
Baumgart, Paul  
Dalke, Karen  
Speth, Andy  
Lo, Mai  
VanRemortel, Kassie  
Battaglia, Carl  
Craver, Eric  
Niemi, Lynn  
Roger, Emily  
Vlies, Kimberly

The following people have proposals that will be reviewed at the next meeting:

Karen Bircher  
Karen Dalke  
Adam Halfmann  
Aubrey Schramm

There is still money remaining that can be used for proposals. Our last scheduled meeting is June 6, 2008.

This year, the committee used GB share to save proposals supporting documentation and minutes.

Respectfully submitted,

Kristy Aoki

ASPDAC Chair

**Academic Staff Programming Committee Report/Summary 2008-2009**

Oct. 14 — Active shooter by Public Safety (recorded and now on the web)

Oct. 23 — Campus clean up — Make a Difference Day — a number of offices participated

Dec. 1 — Alison Lighthall, combat nurse — Hand 2 Hand Contact, Bringing the Soldier All the Way Home (3.65)

*"I can say without reservation that UW-Green Bay is ahead of the curve in your efforts to assist your Warrior students. Very few US colleges and universities have made this unique group a priority the way your school has. It is inspiring. And the fact that you are not willing to stop there--that you want more information, more ideas to expand your support--is what impresses me the most.*

*Those who have served this country are in good hands at your school. And those who have not yet served in their own way are getting a rare chance to understand those who have." Thank you for your work on behalf of this country's Sons and Daughters".*

Jan. 14 — Mark Taylor, The Intergenerational Work Environment  
Generation NeXt Comes to College (3.45) We did this in partnership with Linda Peacock Landrum... 100 staff members attended session on keeping up with the unique learning and social characteristics of today's traditionally aged college students (3.45)

March 4 — Mike Ajango, money management and smart investing (3.49)

April 8 — Mark Skogan, CEO, Festival Foods, service and leadership (3.94)

April 22 — HR Program — career progressions and title changes – light showing

HR programs, career progressions and title changes – light showing

Budget was \$5,711

Balance is \$1,927