

**UW-Green Bay Academic Staff
FALL ASSEMBLY AGENDA
December 14, 2017; 3:00 p.m.
Christie Theatre; University Union**

- I. Call Assembly to Order (Eric Craver, ASC Chairperson)**
 - a. Approval of agenda and introductions

- II. Chancellor's Report (Dr. Gary Miller, Chancellor)**
 - a. New Programs (Engineering, Athletic Training, etc.)
 - b. Strategic Planning Initiative
 - c. UWS Reorganization and its impact on shared governance

- III. Provost's Report (Dr. Greg Davis, Provost)**
 - a. State Budget News
 - b. Budget Cuts at UW-Green Bay
 - c. Issues coming from UWS, BOR and Madison

- IV. Human Resources Report (Melissa Nash, Human Resources)**
 - a. Title and Total Compensation Study
 - b. Update on open positions/searches at UWGB
 - c. Updates to the Employee Handbook

- V. SOFAS Report (Dr. Steve Meyer, SOFAS)**
 - a. Faculty Senate – discussion of removing interdisciplinary degree requirement
 - b. Limited Staff to be served by the Academic Staff Shared Governance Group

- VI. AS Committee Reports (Committee Chairs and ASC Liaisons)**
 - a. Personnel Committee (Kate Farley)
 - b. Professional Development Allocations Committee (Allen Voelker)
 - c. Professional Development Programming Committee (Laura Delikowski)
 - d. Leadership and Involvement Committee (Stephanie Murphy)

- VII. Old Business**
 - a. Regents Academic Staff Excellence Awards
 - b. AS selected to serve on Dean Search
 - c. ASC Resolution on Regent Policy 6-4 (Administrative Hiring)
 - d. All AS notices appear in *The LOG*. No e-mails in the spring
 - e. Review of new Driver Authorization policies/insurance requirements

- VIII. New Business/Discussion**
 - a. ASC meets bi-weekly. Considering a change to meet monthly
 - b. Issues that anyone wishes the ASC to undertake in the spring
 - c. Vote on change to section C.3.b. of the Academic Staff By-Laws related to personnel Committee responsibilities.

- IX. Other Business**
 - a. Next regular ASC Meeting: Wednesday, Dec. 20, 2017; 1:30 p.m.; CL 735
 - b. Spring AS Assembly: Thursday, May 3, 2018; 3:00 p.m.; Christie Theatre

- X. Adjourn**

UW-Green Bay Academic Staff Resolution on Regent Policy 6-4

Whereas, a successful chancellor must have a strong understanding of the campus mission, campus culture, and its place within the community; and

Whereas, leading an institution of public higher education is substantially different from leading a business or other private enterprise; and

Whereas, the local stakeholders (faculty, staff, administrators, students, and community members) are best positioned to understand the characteristics of a successful chancellor for UW-Green Bay; and

Whereas, the current proposed committee composition inadequately represents the entire campus community of faculty, academic staff, university staff, and students and the interests of local stakeholders; and

Whereas, current policy encourages that the search committee include campus and community member representation from diverse groups including women, minorities, and other underrepresented groups; and

Whereas, the Board of Regents (BOR) is represented by the special regent committee composition of three to five Regents involved in the selection process; and

Whereas, the job description for chancellor is currently written by the System President and the Special Regent Committee; and

Whereas, the Special Regent Committee is only encouraged, but not required, to visit the UW institution students, faculty, staff, and other members of the campus community before writing the job description; and

Whereas, with only one staff member, Academic Staff or University Staff, being appointed to the search committee, one governance group will, by design, be excluded.

Therefore, the Academic Staff Committee of UW-Green Bay hereby resolves:

To show its disapproval of Regent Policy Document 6-4;

To call upon the BOR to approve an alternative policy with the following principles:

To give preference to candidates that have experience in a higher education setting.

Ensure that each chancellor search and screen committee is comprised of a majority of members from the campus community;

Ensure that each governance group on campus (faculty, university staff, academic staff, and students) has more representation on chancellor search and screen committees than does the BOR; and

The Search and Screen Committee will vote to select their own chair and vice chair.

Approved by the UW-Green Bay Academic Staff Committee: November 8, 2017

<https://www.wisconsin.edu/regents/policies/selection-process-for-system-president-chancellors-vice-chancellors-and-uw-system-senior-leadership-positions/>

Academic Staff Mid-Year Elective/Appointive Committee Reports

Personnel Committee

Committee Members: Kate Farley (Chair), John Gerow, Laura Rowell, Bobbie Webster, Teri Zuege-Halvorsen, Lynn Niemi (ASC Liaison)

The Personnel Committee met on Oct. 16, 2017. The first order of business was electing a new chairperson, Kate Farley, and a new secretary, Teri Zuege-Halvorsen.

Our second order of business was reviewing the charge; which resulted in a few alterations, and have yet to be approved by the Academic Staff Committee. These included:

- updating the charge to reflect staff-designations, i.e. classified-staff to University Staff,
- and changing the language in point B) to be more accommodating: annually changed to “as needed” (To review ~~annually~~, **as needed**, all conversions of positions from University staff to Academic Staff, and Academic Staff to University Staff.

Our third order of business was deciding upon a meeting schedule, and since we do not have any related special assignments from the Academic Staff Committee, we’ll meet once a semester (tentatively in late February), or as needed based on new developments.

Professional Development Allocations Committee

Committee Members: Allen Voelker (Chair), Jena Richter-Landers, Nora Kanzenbach, Kay Voss, Ruth Pearson, Joe Schoenebeck (ASC Liaison)

The Academic Staff Professional Development Allocations Committee is operating with a budget of \$9,000 for 2017-2018 to fund eligible expenses. The Committee’s charge and procedure for processing funding requests have not changed. An announcement regarding the availability of funds was submitted to *The LOG* at the beginning of the fall term; we intend to send another towards the end of the spring term if the fund is not exhausted. As of November 14, the Committee has processed nine requests, awarding a total of \$4,882.44.

Professional Development Programming Committee

Committee Members: Laura Delikowski (Chair), Laura Nolan, Jennifer Koroll, David Cook, Jodi Pierre, Jan Malchow (ASC Liaison)

Budget (and current estimated balance as of 11/1/17): \$5,000

The ASPDPC and University Staff Professional Development Committee (USPDC) has continued our successful collaboration to deliver professional development programming to academic and university staff. Based on annual interest survey results and ongoing feedback, we have worked to select a variety of UWGB resources and other speakers to offer sessions on a variety of topics to connect staff across campus and support their overall professional and personal development. The committees conduct joint meetings regularly to research speaker and event options, plan and coordinate the events, and review feedback following each event. The ASPDPC also meets individually at the beginning and end of the academic year and as needed during the academic year. We jointly plan and fund these events with the USPDC in order to be more efficient with our funds and to expand our options and ability to offer professional opportunities across campus. The partnership, along with more regular and active participation from UWGB resources, has worked well in the past three years, and we are looking forward to another productive year of well-attended and well-received programs.

Update: Jennifer Koroll will be leaving the University in early December. We are working with the Academic Staff Leadership and Involvement Committee to appoint a new member.

Fall Activities/Participation by ASPDPC and USPDC:

- Dealing with Disruptions (Two sessions offered, one on August 29 and one on August 30)
 - Presented by members of Public Safety, Dean of Students Office, and the office of Counseling & Health
 - Attended: Aug. 29 – 23; Aug. 30 - 19
- Financial Check-up: Budgeting Practices & Strategies and Identity Theft (Separate workshops offered on November 15)
 - Presented by: Wayne Resch and UW Credit Union Representatives
 - Attended: Budget Practices & Strategies – 14; Identify Theft - 9

Spring Anticipated Activities by ASPDPC and USPDC:

- January: We will offer dual presentations of Dealing with Disruptions (see above), to allow more staff/faculty participation during a less busy time, and Trauma Informed Care training
 - Trauma Informed Care training be presented by Prof. Dana Johnson (Social Work)
- March: We are now planning to offer a second offering of the Dealing with Disruptions and Trauma Informed Care training to allow more staff/faculty to participate.
- May TBD
 - We are currently looking at (and taking suggestions) for speakers. We hope to have one or more speakers.

Leadership and Involvement Committee

Stephanie Murphy (Chair), Jacob Depas, Jodi Pierre, Lidia Nonn, Katelyn Santy, Amy Bartelme (ASC Liaison)

The LIC had an initial meeting in early September to review the committee charge, the list of committees that AS serve on, and the timeline for our activities.

There are 19 committees that include Academic Staff, five that have elected positions for AS, and 14 for which AS are appointed.

The LIC timeline:

January – SOFAS provides the LIC with a list of vacancies and the LIC reviews and updates the AS Interest Survey.

February – Interest survey goes out to all eligible AS, SOFAS collect the results. LIC reviews the Interest Survey results and submits names for the ballots for vacancies on elective committees.

March – SOFAS runs the election for Elective committee vacancies, LIC reviews elections and develops a list of names to submit to various appointive committees for appointment.

For the AY 2017-18 to date, we have had one mid-term vacancy. It was for the Professional Development Programming Committee. Since that is an appointive committee and we submitted names to the AS last March that were not appointed we will resubmit those names to the ASC for mid-term appointment.