

**UW-Green Bay Academic Staff  
SPRING ASSEMBLY AGENDA  
May 3, 2018; 3:00 p.m.  
Christie Theatre; University Union**

- I. Call Assembly to Order (Eric Craver, ASC Chairperson)**
  - a. Approval of agenda and introductions of ASC, leadership and UWC rep.'s present
  - b. Approval of the Minutes from the Dec. 14, 2017 Academic Staff Assembly
  
- II. Chancellor's Report (Dr. Gary Miller, Chancellor)**
  - a. New Programs (Engineering/Resch School, Athletic Training, MBA, etc.)
  - b. Strategic Planning Initiative and committee meeting schedule
  - c. Remissioning and related initiatives. Attend Fora tomorrow!
  
- III. Provost's Report (Dr. Greg Davis, Provost)**
  - a. State budget news and budget status at UW-Green Bay
  - b. Update on procedures pertaining to low-performing academic programs
  - c. Issues coming from UWS, BOR and Madison
  
- IV. Human Resources Report (Melissa Nash, Manager, Human Resources)**
  - a. Title and Total Compensation Study Update – Role of the campus project team
  - b. Payment Plan update
  - c. Updates to the Employee Handbook
  
- V. Project Coastal Update (Dr. Matt Dornbush, Assoc. V. Chancellor, Graduate Studies)**
  - a. Update on the merging of UWC Academic Staff with UW-Green Bay
  - b. Updates on the progress of Project Coastal, both at the System and campus levels
  - c. What is the status of the three UWC campuses joining with UW-Green Bay on July 1?
  
- VI. SOFAS Report (Dr. Steve Meyer, SOFAS)**
  - a. The status of Shared Governance in the UWS and at UWGB
  
- VII. AS Committee Reports (Committee Chairs and ASC Liaisons)**
  - a. (See attached.)
  - b. Personnel Committee (Kate Farley)
  - c. Professional Development Allocations Committee (Allen Voelker)
  - d. Professional Development Programming Committee (Laura Delikowski)
  - e. Leadership and Involvement Committee (Stephanie Murphy)
  
- VIII. Old Business**
  - a. Any old business to discuss?
  
- IX. New Business/Discussion**
  - a. Passage of "Transition Year" Resolution
  - b. Present names from Academic Staff Elected Committee Election Results
  - c. Issues that anyone wishes the ASC to undertake in 2018-19
  
- X. Other Business**
  - a. Regular Academic Staff Committee meeting on May 9 CANCELLED
  - b. Next regular ASC Meeting: Wednesday, May 23, 2018; 1:30 p.m.; CL 735
  
- XI. Adjourn to Shorewood for the "UW-Green Bay Academic Staff End-of-the-Year Social!"**

## **COMMITTEE REPORTS:**

### **Academic Staff Committee**

A full report of the Academic Staff Committee will be available in June from the SOFAS Office. All Academic Staff will be notified once this information is made available.

### **Academic Staff Professional Development Allocations Committee**

Summary of Applications:

- 19 members of the Academic Staff representing 14 different areas on campus applied for funding
- 1 request was not approved (activity was not considered professional development and referred to other funding sources)
- Initial funding available to PDA was \$9,000
- Individual awards ranged from \$87.50 up to \$750
- 6 individuals were awarded the maximum allowed
- As of 4/27/2018, there are no pending applications
- As of 4/27/18
  - Amount awarded \$8,938.86
  - Reimbursed already \$4,647.10
  - Reimbursed less than awarded \$607.34
  - Remaining balance \$668.48

### **Academic Staff Professional Development Programming Committee**

Members: David Cook, Laura Delikowski (Chair), Laura Nolan (Secretary), Jodi Pierre (Treasurer), Gail Sims-Aubert

Academic Staff Committee (ASC) Liaison: Jan Malchow

Budget (and current estimated balance as of 5/1/18): \$5,000

- Anticipated upcoming costs: \$287.50 towards May event
- Estimated ending balance: \$4,712.50.

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. This 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: Gail Sims-Aubert was appointed to replace Jennifer Koroll, who resigned from her position in early December.

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 Activities/Participation by ASPDPC and USPDC:

- Dealing with Disruptions (One session offered on January 10)
  - Presented by members of Public Safety, Dean of Students Office, and the office of Counseling & Health
  - Attended: 15
- Trauma-Informed Care (Offered on January 16)
  - Presented by Professor Dana Johnson (Social Work)
  - Attended: 38
- Dr. Bonnie Nussbaum (Will be offered in two sessions on May 23 in Phoenix Room B)
  - Morning session will be offered from 10:00am-11:30am; Topic: “How to Find Joy in Your Work”
  - Afternoon session will be offered from 1:00pm-2:30pm; Topic: “Successfully Working with Difficult People”
  - Registration coming soon

**Academic Staff Personnel Committee**

**COMMITTEE MEMBERS:**

Kate Farley, John Gerow, Lynn Niemi (AS Liaison), Laura Rowell, Bobbie Webster, Teri Zuege-Halvorsen

**SUMMARY OF ACTIVITIES:**

Come Fall 2018, our committee gains a few new members: Bekky Vrabel, Lauri Welhouse, and Josh Goldman. We'll have to fill Josh's appointment with a replacement.

One of the lingering changes we made to the Personnel Committee's charge was approved by the Academic Staff Committee on. 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~~ conversions of positions from University staff to Academic Staff, and Academic Staff to University Staff.

At our last meeting on October 16, 2018 we decided to convene again in May, after our All Academic Staff meeting, as we thought there would be more to discuss, with the Project Coastal developments.

Meeting notes will be drafted by Teri and sent to the SOFAS office after our meeting on 5/7/2018.

Regards,

Kate Farley, Chair

## **Leadership and Involvement Committee**

### **Members**

Stephanie Murphy (chair); Jacob Depas, Jodi Pierre, Lidia Nonn, Katelyn Santy, Amy Bartelme (ASC liaison, ex-officio, non-voting)

### **Purpose**

The primary charge of the LIC is to solicit Academic Staff to serve on various elective and appointive committees via an annual survey, prepare ballots for the elective committees, oversee the voting process, and make recommendations for appointive committees.

### **Activities**

The LIC met four times and conducted business via email when appropriate.

In September, the committee reviewed its charge and developed a timeline for work.

In January, the committee reviewed the Academic Staff Preference Survey and added display logic in Qualtrics to tie written comments about interest in elective committees to each respective committee. This significantly improved staff's ability to make an informed decision about who to vote for.

In February, SOFAS distributed the survey, collected the results, and reported them to the LIC. The committee met in March to review the results and organize the committee ballots. SOFAS then ran the election.

In April, the LIC met to select names for appointive positions and submitted those names to SOFAS to distribute to the appointing committees. Jodi Pierre agreed to serve as chair for the next academic year.

For the upcoming 2018-19 academic year, there were eight vacancies on four elective committees; the LIC has notified the winners of those elections and confirmed their committee membership. There were 16 vacancies on nine appointive committees; the LIC has made recommendations and the appointing committees are in the process of finalizing the appointments. The names of newly elected or appointed committee members will be posted on the SOFAS website.