

**UW-Green Bay Academic Staff
SPRING ASSEMBLY AGENDA
May 9, 2019; 3:00 p.m.
Christie Theatre; University Union**

- I. Call Assembly to Order (Jamee Haslam, ASC Chair)**
 - a. Approval of agenda
 - b. Introductions of ASC members and Leadership
 - c. Approval of the Minutes from the December 4, 2018 Academic Staff Assembly

- II. Chancellor's Report (Dr. Gary Miller, Chancellor)**
 - a. Provost Search update
 - b. New Programs
 - c. Strategic Planning Initiative update
 - d. Remissioning update
 - e. Strategic Budgeting with RCM implementation

- III. Provost's Report (Dr. Greg Davis, Provost)**
 - a. State budget news and budget status at UW-Green Bay (4 campuses)
 - b. Issues coming from UWS, BOR and Madison

- IV. Project Coastal Update (Clif Ganyard, Associate Provost)**
 - a. Integration of branch campuses moving forward including HLC update
 - b. Student Success and EAB Navigate

- V. Academic Staff New Business**
 - a. Academic Staff vote - "Transition Years" Resolution – ASC for 2019-20 and 2020-21 (see Addendum for text)
 - b. Academic Staff vote - By Law Change – Vice Chair to Chair succession (see Addendum for text)
 - c. 2019-20 Academic Staff Election Results
 - d. Call for future business items for the 2019-20 ASC

- VI. Human Resources Report (Melissa Nash, Manager, Human Resources)**
 - a. Title and Total Compensation Study Update

- VII. SOFAS Report (Dr. Steve Meyer, SOFAS)**
 - a. Shared Governance update – faculty senate, University Staff, integration of branch campuses

- VIII. AS Committee Reports (Committee Chairs and ASC Liaisons) - See attached**
 - a. Personnel Committee (Kerry Winkler)
 - b. Professional Development Allocations Committee (Jena Richter-Landers)
 - c. Professional Development Programming Committee (Laura Nolan)
 - d. Leadership and Involvement Committee (Jodi Pierre)

- IX. Other Business**
 - a. Next regular ASC Meeting: Wednesday, May 22, 2019; 1:30 p.m.; CL 735

- X. Adjourn to Shorewood for the "UW-Green Bay Academic Staff End-of-the-Year Social!"**

Addendum

a. Transition Years Resolution – ASC for 2019-20 and 2020-21

The 2018-19 Academic Staff Committee (ASC) has reviewed, discussed and considered many options as to how to continue to include members from all four UW Green Bay campuses on the Committee. We received feedback from academic staff at each branch campus indicating that the time commitment to have a person from each campus is a challenge. The 2018-19 Academic year has served as a transition year during which we have a nine-member committee (6 members from the main campus and 1 member from each branch campus). The ASC has had challenges meeting quorum throughout the year.

The 2018-19 Academic Staff Committee (ASC) proposes that the 2019-20 and 2020-21 academic years also serve as transition years. The Committee proposes to have one member from the three branch campuses to serve on the ASC for a two-year term. This would make the ASC a seven-member committee for academic years 2019-20 and 2020-21.

Please review the resolution text proposed below.

Resolution to Continue the “Shared Governance Transition Year” for the Branch Campuses through the 2020-21 Academic Year

WHEREAS, the two year campuses at UW-Green Bay|Manitowoc, UW-Green Bay|Marinette and UW-Green Bay|Sheboygan were each granted one representative on the Academic Staff Committee during the 2018-19 “Transition Year”;

And WHEREAS, it was often a challenge for those three Branch Campuses ASC representatives to commit to the rigorous meeting schedule set by the ASC, often resulting in the ASC failing to reach a quorum;

THEREFORE, be it resolved, the 2019-20 and 2020-21 Academic Years shall be continued as “Transition Years”, however, representation from the three Branch Campuses on the ASC shall be limited to one Branch Campus Academic Staff member who will be elected from amongst the Academic Staff at the three branch campuses for a two-year term ending on June 30, 2021.

b. By Law Change – Vice Chair to Chair succession

The Academic Staff Committee (ASC) has reviewed by laws and recommends the following change to the Academic Staff Governance By-laws to improve Committee operations and still maintain the Committee's structure. The wording changes remove the requirement that a Vice Chair must serve as Chair in the next academic year and removes the requirement that a person serving as Chair has served as Vice Chair in the past. The ASC feels that any member of the committee could be elected to serve as Vice Chair or Chair.

RED text indicates adding in text and ~~crossed out RED~~ text indicates removal of text.

Article III. E. 2) The Chair of the Committee shall generally be in the ~~second~~ **second or** third year of his/her three-year term. ~~and shall have served as the Vice Chair during his/her second year on the Committee.~~ The term of the Chair shall be one year coinciding with the university's fiscal year. In the event of a vacancy in the Chair position, the Vice Chair shall assume the Chair position for the remainder of the term of the Chair **or until a new Chair is elected by the Committee.**

Article III. E. 3) ~~g) In the spring/summer nearing the end of his/her term, providing transition for the current vice chair by including him/her in meetings that the Chair attends on behalf of the Academic Staff Committee.~~

Article III. E. 4) The Vice Chair of the Committee shall be elected from the members of the Committee at the first Committee meeting of the university's fiscal year. The individual elected as the Vice Chair shall generally be in the second **or third** year of his/her three-year term. The Vice Chair shall be the presiding officer in the absence of the Chair. If there is a vacancy in the Vice Chair position, a new Vice Chair will be elected by the members of the Committee at the first meeting after the vacancy occurs.

COMMITTEE REPORTS:

Academic Staff Professional Development Allocations Committee

Members: Jena Richter Landers (chair), Kay Voss, Nora Kanzenbach, Joanie Dovekas, Joe Schoenebeck, Parker Nadeau (ASC Liaison)

This committee funded 20 professional development opportunities. We have awarded a total of \$10,758.75. The average award was \$537.93.

Academic Staff Professional Development Programming Committee

Academic Staff Professional Development Programming Committee (ASPDP) **Final Report 2018-2019**

Members: Charles Guthrie, Stephanie Kaponya, Mary Sue Lavin, Secretary/Treasurer, Laura Nolan (Chair), Gail Sims-Aubert. Academic Staff Committee (ASC) Liaison: Bao Sengkhammee

Major Issues/Impacts: No major issues were experienced this year. In addition to providing professional development opportunities to academic staff on campus, the committee authorized \$1,000 of our funds to help the Professional Development Allocation Committee.

Changes to Charge/Operating Procedure: None

Challenges/Concerns: Attendance at events is a challenge. We have looked at additional ways to advertise programs and what days and times have the best attendance.

Recommendations/Observations:

- Need to look at additional ways to include the three branch campuses into professional development.

Accomplishments:

- Dealing with Disruptions (Two sessions offered, one on August 28, 2019 and one on October 17, 2018)
 - Presented by members of Public Safety, Dean of Students Office, and the office of Counseling & Health
 - Registered attendees: Aug. 29 was 28; October 17th was 8
- Trauma-Informed Care Level One was held on November 14, 2019 from 1-3pm
 - Presented by Professor Dana Johnson (Social Work)
 - Registered attendees: 25
- Trauma-Informed Care Level Two was held on November 30, 2018 from 10am until Noon.
 - Presented by: Professor Dana Johnson
 - Registered attendees: 25
- Teamwork, Communication, Creativity was held on March 19, 2019 from 2:15 to 3:15pm
 - Presented by Comedy City
 - Registered attendees: 12
- Improv On The Job was held on March 19th from 3:30-4:30pm followed by a Comradery Happy Hour at 4:30pm
 - Presented by Comedy City
 - Registered attendees: 21
- Wisconsin Demographics – How the Changes Affect the University Potential will be presented on April 18th at 10-11:30am and then repeated from 1:30-3pm.
 - Presented by Mark O'Connell

Academic Staff Personnel Committee

COMMITTEE MEMBERS:

Jan Malchow (ASC liaison), Christopher Paquet, Lynn Rotter, Lauri Welhouse (Secretary), Kerry Winkler (Chair), Teri Zuege-Halvorsen

SUMMARY OF ACTIVITIES:

The Academic Staff Personnel Committee had its first meeting of the semester on September 25, 2018. At the meeting a motion were made to select a new chair (Kerry Winkler) and secretary (Lauri Welhouse). The previous chair lead the review of the committee charge guidelines. At the time of the meeting, the committee had no known proposals, denials, reclassification referrals or any other matters for the Committee to review at that time.

In reference to employee grievances, HR is developing a process to streamline the procedures. Once this process is finalized the Academic Staff Personnel Committee will meet again to review. However, as of April 24, 2019, no updates have been provided to the Committee on the progress of this.

The Committee did receive a request for an Academic Staff Personnel Committee member to join the Counseling & Health RFP Committee. Kerry Winkler and Teri Zuege-Halvorsen agreed to share the position.

Leadership and Involvement Committee

Members

Jodi Pierre (chair), Stephanie Murphy; Jacob Depas, Kelli Strickland, Allen Voelker, Lynn Niemi (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 five times and conducted business via email when appropriate.

In September, the committee reviewed its charge and developed a timeline for work. Based on feedback from the previous year's survey, the LIC decided to include information about anticipated workload and time commitments for the elective and appointive committees. The LIC requested this information from committee chairs.

In November, the committee reviewed the Academic Staff Preference Survey and made several changes, including a shorter introduction, a new "primary campus" question, and a question gauging interest in serving as a mentor to new academic staff.

SOFAS distributed the survey in late January and reported the results to the LIC, which met in February to review the results and prepare the ballot for elected committee positions. In March, SOFAS ran the election and the LIC met to review the results.

In April, the LIC met to select names for the appointive positions and submitted those names to SOFAS to distribute to the appointing committees.

For the upcoming 2019-20 academic year, there were seven vacancies on three elective committees; the LIC has notified the winners of those elections and confirmed their committee membership. There were 11 vacancies on six 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.